



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, August 25, 2020, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
*Ed Davis, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Kirk Scarboro, & Heather Rousey*

MINUTES

CALL TO ORDER

The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28.8 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Mayor Thomas called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers present:

Davis¹, Cudaback, Hanford, Gamble, Rasmussen, Scarboro, and Rousey

Staff present:

Pfister, Knight, Hasart, Swanson, Warthan, Feilberg, Jolley, Farrell, Adams, Huebner, and City Attorney Lell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Gamble

ANNOUNCEMENTS/PRESENTATIONS

1. Presentation: Snohomish Health District (Heather Thomas, Public & Government Affairs Manager)

Heather Thomas, Public & Government Affairs Manager, shared a PowerPoint presentation highlighting the following topics:

- COVID-19 response
- COVID-19 cases, snapshot, and reporting
- Key priorities
- Resources for local businesses
- Outreach while social distancing
- Continuing essential work
- Strategic Plan implementation
- Budgets and projections
- Public Health Foundation

Ms. Thomas answered questions from the Council.

2. Proclamation: Overdose Awareness Day (Mayor Thomas)

Mayor Thomas issued a Proclamation recognizing August 31, 2020 as International Overdose Awareness Day.

Rachel Adams, Project Management Consultant, spoke to the Proclamation and commented on awareness of overdose awareness and reducing the stigma of drug-related deaths.

3. Proclamation: Labor Day (Mayor Thomas)

Mayor Thomas issued a Proclamation recognizing September 7, 2020 as Labor Day.

¹ Councilmember Davis joined the meeting at 7:02 p.m.



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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.

There were no comments from the public.

CONSENT AGENDA

1. Approval of the Minutes: July 28, 2020, Regular Business Meeting
2. Approval of the Minutes: August 4, 2020, Regular Study Session
3. Approval of AP Checks and ACH Payments
4. AB20-126: Authorize the Mayor to Execute Addendum No. 1 to the Interlocal Agency Agreement with the City of Sultan and the City of Lake Stevens for the Municipal Court Assessment (D. Knight)
5. AB20-127: Ordinance 010/2020, Amending 2020 Budget, Final Reading (B. Hasart)
6. AB20-128: Ordinance 011/2020, Amending Chapter 9.25.040 MMC, Violation of Order, Stay out of Drug Areas (SODA), Final Reading (J. Jolley)
7. AB20-129: Community Human Services Advisory Board (CHSAB) Appointment Corrections (R. Adams/R. Huebner)
8. AB20-130: ISOOutsource Agreement for Exchange to Microsoft Office 365 Upgrade and Date Migration to SharePoint Online (B. Warthan)
9. AB20-131: 2021 Updated Budget Development Calendar (B. Hasart)
10. AB20-132: FCS Group Planning Fee Cost of Service Study (B. Swanson)

Councilmember Rasmussen moved to approve the consent agenda. The motion was seconded by Councilmember Rousey. On vote, motion carried 7-0

NEW BUSINESS

1. AB20-133: IT Assessment (B. Warthan)

Ben Warthan, Human Resources/IT Director, provided background information on AB20-137; and shared a PowerPoint presentation highlighting the following topics:

- Phases of project
- Planning
- Technology assessment
- Cloud strategy
- Cybersecurity and disaster recovery policy/procedures
- Budget
- Project timelines
- Project costs

Discussion ensued related to the following topics: position recommendations versus current needs; budget, work from home scenarios; recruiting, and retention.

2. AB20-134: Resolution No. 014/2020: Authorizing an Interfund loan between Fund 307 (borrower) and Fund 520 (lender) (B. Hasart)

Becky Hasart, Finance Director/City Clerk, provided background information on AB20-134; explained why the borrowing fund needs money, reviewed the lending fund resources; noted the payment schedule; and noted the interest rate associated with the loan.



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Councilmember Cudaback requested an interest dollar figure at. Ms. Hasart will report back.

Councilmember Cudaback moved to approve Resolution No. 014/2020, a Resolution of the City Council of the City of Monroe Authorizing an Interfund Loan from Fund 520 Equipment and Fleet Management to Fund 307 Capital Improvements. The motion was seconded by Councilmember Gamble. On vote, motion carried 7-0

3. AB20-135: Resolution No. 015/2020: Suspend Collection of Capital Contributions from Comcast (B. Feilberg)

Brad Feilberg, Director of Public Works, provided background information on AB20-135; reviewed dollars collected since 2012; and explained the capital equipment purchase guidelines.

Discussion ensued related to Channel 21

Councilmember Hanford moved to adopt Resolution No. 015/2020 suspending the collection of Capital Contributions by Comcast, more commonly known as PEG fees. The motion was seconded by Councilmember Davis. On vote, motion carried 7-0

4. AB20-136: Continuation of Emergency Executive Orders (COVID-19) 2020-001 and 2020-003 (B. Feilberg)

Mr. Feilberg reviewed background information on AB20-136; and detailed the financial implications of the executive orders. Ms. Hasart answered additional fiscal impact questions from Council.

Discussion ensued related to the following topics: utilization of phone payments; online payments; processing fees; self-serve phone options; and staff time.

EEO 2020-001: there was no objection from the Council to continue with the emergency order. This item will be brought back later in the year to eliminate telephone payment fees from the city fee schedule.

EEO 2020-003: there was no objection from the Council to continue with the emergency order, and to reassess once Governor Inslee's Proclamation 20-23.7 has been lifted.

5. AB20-137: Finance Department Temporary Help (B. Hasart)

Ms. Hasart provided background information on AB20-137; explained COVID-19 work plan impacts; and current Finance Department needs.

Discussion ensued related to potential use of CARES Act funds.

Councilmember Cudaback moved to authorize temporary help for the finance department for an amount not to exceed \$23,000 for 2020. The motion was seconded by Councilmember Rousey. On vote, motion carried 7-0

STAFF/DEPARTMENT REPORTS

1. Community Development (B. Swanson)



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Ben Swanson, Director of Community Development, noted the report included in the agenda materials; and reviewed the annexation areas, current state, and next steps.

Discussion ensued related to the following topics: urban growth area; no protest agreements, resident initiated requests; and postcard notifications.

2. Finance (B. Hasart)

Ms. Hasart noted the report included in the agenda materials; and highlighted the following topics:

- Status of revenue vs. expenditures
- Current audit update
- Interest rates
- Investment portfolio
- Police staffing budget

3. Community Human Services Advisory Board (CHSAB) (D. Knight)

Deborah Knight, City Administrator, noted the report included in the agenda materials; and highlighted the following topics:

- First meeting of the CHSAB
- CHSAB work plan
- Technical Advisory Committee (TAC) recommendations
- Hispanic Heritage Month
- Face covering distribution

COUNCILMEMBER REPORTS

1. Finance/Human Resources Committee Meeting of August 18, 2020 (Councilmember Gamble, Chair)

Councilmember Gamble provided a recap of the most recent Finance/Human Resources Committee meeting.

At Councilmember Scarboro's request, Ms. Knight provided updates on: Oakes Street; Chain Lake Road right-of-way acquisitions; and small business relief grants.

At Councilmember Rasmussen's request, Mr. Swanson provided an update on outdoor dining permits. Mayor Thomas asked staff to create a social media reminder of the program. This item will come back to Council for discussion at an upcoming meeting.

Councilmember Hanford reported that he will not be available for the September 8, 2020 Council meeting.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update (D. Knight)

Ms. Knight reviewed the extended agenda; and reported on the following topics:

- Distribution of CARES Act grants
- Face covering distribution



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- Business survey
- Upcoming meeting with the Hispanic community at St. Mary's of the Valley

Councilmember Gamble requested a Proclamation be added to the extended agenda for Hydrocephalus Awareness Month in September.

2. Mayor's Update

Mayor Thomas noted the recent edition of Monroe This Week (MTW) included in the agenda materials; and reported on the following topics:

- Quarterly meetings with Councilmembers
- Judge Ness' article in MTW
- The recent Flags 4 Fallen Virtual 5K event

EXECUTIVE SESSION

1. To Discuss the Pricing of Property Pursuant to RCW 42.30.110(1)(c)

Mayor Thomas noted the need for an executive session and read the following statement:

The council will now recess to executive session to discuss property pricing pursuant to RCW 42.30.110(1)(c) for 10 minutes. For purposes of the executive session, the Council will leave the current, publicly accessible Zoom meeting and will join a new Zoom meeting, the dial-in information for which has been separately provided to the Councilmembers. I will notify the Deputy City Clerk if the executive session has been extended; and she will notify attendees in the publicly accessible Zoom meeting. Action, including but not necessarily limited to adjournment of the regular Council meeting, will take place in the open Zoom session following the executive session.

The meeting recessed to executive session at 9:19 p.m. for 10 minutes.

At 9:29 p.m. the executive session was extended to 9:35 p.m.

The executive session ended at 9:34 p.m.

The meeting reconvened to regular session at 7:46 p.m.

ADJOURNMENT

Mayor Thomas noted that the Council will be holding a Closed Session immediately following adjournment to discuss collective bargaining pursuant to RCW 42.30.140(4)(b).

There being no further business, the motion was made by Councilmember Scarboro and seconded by Councilmember Rousey to adjourn the meeting. On vote, motion carried 7-0

MEETING ADJOURNED: 9:38 p.m.

Geoffrey Thomas, Mayor

Gina Pfister, Deputy City Clerk