



# MONROE CITY COUNCIL

Regular Business Meeting  
Tuesday, October 26, 2021, 7:00 P.M.  
Zoom Online Meeting Platform

## MINUTES

**Mayor**  
Geoffrey Thomas

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

The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28 issued by Governor Jay Inslee, in-person meetings are not being held at this time.

### 1. CALL TO ORDER

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

### 2. ROLL CALL

Councilmembers present:

Fulcher, Cudaback, Davis, Hanford, and Scarboro. Councilmembers Gamble and Rasmussen were excused.

Staff present:

Knight, Hasart, Feilbert, Swanson, Warthan, Jolley, Farrell, Roberts, Peterson, Criswell, Huebner, Christian, Restall, Wycoff, and City Attorney Lell

### 3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Scarboro.

### 4. ANNOUNCEMENTS/PRESENTATIONS

#### 4.1 - Recognition of Service: Police & Fire Chaplain Brad Moore

Jeff Jolley, Police Chief, said that Police & Fire Chaplain, Brad Moore, is stepping down and gave a brief history of the many times he has supported the Police and Fire Departments as well as members of the community. Chief Jolley presented Chaplain Moore with a plaque of appreciation commemorating his years of service to the Police and Fire departments and community. Mayor Thomas and Council thanked Chaplain Moore for his years of service to the Monroe community.

#### 4.2 - Confirmation of Public Works Director Appointment

Deborah Knight, City Administrator, introduced Mr. Jakeh Roberts and shared Mr. Roberts's history and experience with City of Monroe including his current role of Deputy Public Works Director. Mayor Thomas and Councilmembers expressed their enthusiasm and appreciation for Mr. Roberts to take on this role.

**Motion:** *Councilmember Hanford moved to confirm the appointment of Mr. Jakeh Roberts as Public Works Director; appointment effective November 1, 2021. Councilmember Fulcher seconded. Motion passed 5-0.*

### 5. PUBLIC HEARING

#### 5.1 - Public Hearing: Ordinance No. 008/2021, Adopting Emergency Interim Zoning Amendments to Chapter 22.12 MMC, Definitions

Shana Restall, Principal Planner, explained that this public hearing is a requirement for adopting an emergency ordinance. Ordinance 008/2021 amends Monroe Municipal Code Chapter 22.12 "Definitions".

7:15 p.m. Mayor Thomas opened public testimony for the public hearing.

There was no public testimony.

**Motion:** *Councilmember Hanford moved to close the public testimony portion of the public hearing. Councilmember Scarboro seconded. Motion passed 5-0.*

**Motion:** *Councilmember Hanford moved to close the public hearing. Councilmember Scarboro seconded. Motion passed 5-0.*

7:16 p.m. Public Hearing closed.

## **5.2 - Public Hearing: 2022 Mayor's Recommended Budget**

Becky Hasart, Finance Director, presented the 2022 Mayor's Recommended Budget including revenue assumptions and overall recommended revenue projections.

7:22 p.m. Mayor Thomas opened public testimony for the public hearing.

There was no public testimony.

**Motion:** *Councilmember Hanford moved to close the public testimony portion of the public hearing. Councilmember Fulcher seconded. Motion passed 5-0.*

**Motion:** *Councilmember Hanford moved to close the public hearing. Councilmember Fulcher seconded. Motion passed 5-0.*

7:24 p.m. Public Hearing closed.

## **6. PUBLIC COMMENTS**

Lori Ring, Powell Street – requested that the City look at prohibiting large trucks on residential streets unless making deliveries and to install signage on SR203 directing truck traffic to an approved truck route which would allow Police to issue fines for violations.

*Written comment received by Rosie Tatel forwarded to Council and added to the record.*

## **7. CONSENT AGENDA**

7.1 - City Council Meeting Minutes 10/12/2021

7.2 - City Council Meeting Minutes 10/19/2021

7.3 - AP/ACH Approvals through 10/13/2021

7.4 - AP/ACH Approvals through 10/20/2021

7.5 - Authorize Mayor to sign Interagency Agreement for Traffic Safety Grant/Target Zero Priorities

7.6 - Authorize Mayor Pro Tem to sign Intergovernmental Agreement for Snohomish County Diversion Center Participation

**Motion:** *Councilmember Davis moved to approve the consent agenda. Councilmember Hanford seconded. Motion passed 5-0.*

## **8. UNFINISHED BUSINESS**

### **8.1 - Ordinance 010/2021: Granting a 10-year nonexclusive Cable Franchise to Comcast Cable Communications Management, LLC; Final Adoption**

Rich Huebner, Management Analyst, introduced this item and stated there were no changes since last reading. Mr. Huebner answered questions from Council regarding complimentary services, the 5% administration fee, and projected revenues from this contract.

**Motion:** *Councilmember Hanford moved to adopt Ordinance No. 010/2021, granting a nonexclusive Cable Franchise to Comcast Cable Communications Management, LLC, for a period of ten (10) years, providing for severability, and establishing an effective date. Councilmember Fulcher seconded. Motion passed 5-0.*

## 9. NEW BUSINESS

### 9.1 - 2022 Property Tax Ordinance

Becky Hasart, Finance Director, introduced this item and said that the required public hearings were held on October 9, 2021, October 19, 2021, and October 26, 2021. No comments were received.

**Motion:** *Councilmember Cudaback moved to accept Ordinance No. 012/2021, an Ordinance of the City of Monroe, Washington, Fixing the Amount of Real and Personal Property Taxes to be Levied by the City for Calendar Year 2022. Councilmember Davis seconded. Motion passed 5-0.*

**Motion:** Councilmember Fulcher moved to reconsider the action in new business item 9.1. *Councilmember Scarboro seconded. Motion passed 5-0.*

**Motion:** *Councilmember Fulcher moved to accept as first reading Ordinance No. 012/2021, an Ordinance of the City of Monroe, Washington, Fixing the Amount of Real and Personal Property Taxes to be Levied by the City for Calendar Year 2022. Councilmember Davis seconded. Motion passed 5-0.*

### 9.2 - 2022 Budget Ordinance No. 011/2021

Becky Hasart, Finance Director, introduced this item, reviewed the availability of the recommended budget to the public and said that the required public hearings were held on October 9, 2021, October 19, 2021, and October 26, 2021 and the budget presentation was given on October 19, 2021.

**Motion:** *Councilmember Cudaback moved to accept as first reading Ordinance No. 011/2021, an Ordinance of the City of Monroe, Washington, Adopting the Budget for the Fiscal Year Ending December 31, 2022. Councilmember Fulcher seconded. Motion passed 5-0.*

### 9.3 - 2022-2028 Capital Facilities Plan Ordinance 013/2021

Jakeh Roberts, Deputy Public Works Director, introduced this item and reviewed projects that were completed in 2021 including park improvements and acquisition, streets maintenance, stormwater improvements, and water and sewer replacements.

**Motion:** *Councilmember Fulcher moved to accept as first reading Ordinance No. 013/2021, amending the Capital Facilities Element of the Monroe Comprehensive Plan; adopting a revised and updated Six-Year Capital Facilities Plan for the years 2022 through 2028 concurrently with the City's 2022 Budget; adopting supporting legislative findings; providing for severability; and establishing an effective date. Councilmember Hanford seconded. Motion passed 5-0.*

## 10. COUNCILMEMBER REPORTS

Councilmember Scarboro requested Council discussion regarding the diagonal parking along Main Street as well as the possibility of an Amtrak stop in Monroe. Councilmember Hanford supported the request. There being no objections, the items will be discussed at a future P3 Committee meeting.

## 11. STAFF/DEPARTMENT REPORTS

### 11.1 - Finance Department

Becky Hasart, Finance Director, presented the September 2021 report as included in the meeting packet.

### 11.2 - Human Resources/Information Technology Department

Tyler Christian, Management Analyst, presented the October 2021 report as included in the meeting packet

### 11.3 - Community Development

Stacy Criswell, Development Services Manager/Building Official, presented the September 2021 department report as included in the meeting packet.

### 11.4 - Police Department

Jeff Jolley, Police Chief, presented the September 2021 report as included in the meeting packet.

### 11.5 - Economic Development

Rich Huebner, Management Analyst, presented the October 2021 report as included in the meeting packet.

### 11.6 - Emergency Management Report

Brad Feilberg, Public Works Director, shared the most recent case counts and vaccinations numbers regarding COVID and said that heavy rain is expected later this week.

## 12. MAYOR/ADMINISTRATIVE REPORTS

### 12.1 – Extended Agenda

Deborah Knight, City Administrator, reviewed the extended agenda as presented in the meeting packet.

### 12.2 – City Administrator Report

Ms. Knight reported that Community Transit is seeking public input on expanded service routes in Sky Valley including service between Monroe and Bellevue, Snohomish and Lynnwood, and Monroe and Duvall.

Ms. Knight reported that the ARPA application review committee is meeting this week and recommendations are scheduled for the November 9<sup>th</sup> Council meeting for consideration.

In relation to the public comment about truck traffic on residential streets, Ms. Knight stated that Scott Peterson, Deputy City Engineer, is working with WSDOT to install signs as SR203 is their jurisdiction

### 12.3 – Mayor’s Report

Mayor Thomas reported that he is interviewing Community Development Director applicants.

Mayor Thomas said that he attended the ribbon cutting for BuGu Brewing Co., a new brewery on North Kelsey Street and welcomed a new winery on Fern Bluff road.

Mayor Thomas reminded everyone that the YMCA Fun Run is on Saturday, October 30, 2021.

## 13. EXECUTIVE SESSION

Mayor Thomas noted the need for an executive session and provided the following information:

The City Council will convene an **executive session for the purpose of discussing pricing of property pursuant to RCW 42.30.110(1)(c) and for the purpose of discussing potential litigation pursuant to RCW 42.30.110(1)(i)(ii) for 10 minutes.** The Mayor will notify the City Clerk if the executive session has been extended and the City Clerk will notify the public. Council is anticipated to take action following the executive session. For purposes of the executive session, the Council will leave the current, publicly accessible Zoom meeting and will join a new Zoom meeting for which the dial-in information has been separately provided to the Council Members.

8:16 p.m. - City Council went into executive session for 10 minutes.

*In attendance at executive session: Mayor Thomas, Councilmembers Fulcher, Cudaback, Davis, Hanford, and Scarboro, City Administrator Deborah Knight, Deputy Public Works Director Jakeh Roberts, Public Works Director Brad Feilberg, Community Development Director Ben Swanson, Economic Development Specialist James Palmer, and City Attorney Zach Lell.*

8:26 p.m. - the executive session was extended in increments for a total of 20 minutes.

8:46 p.m. - the Council meeting reconvened.

## ADJOURNMENT

**Motion:** *Councilmember Hanford moved to adjourn the meeting. Councilmember Davis seconded. Motion passed 5-0.*

**MEETING ADJOURNED:** 8:48 p.m.



Geoffrey Thomas (Nov 10, 2021 11:51 PST)

---

Geoffrey Thomas, Mayor



Jodi Wycoff (Nov 10, 2021 14:55 PST)

---

Jodi Wycoff, City Clerk

# MCC Minutes 10-26-2021

Final Audit Report

2021-11-10

Created:	2021-11-10
By:	Jodi Wycoff (jwycoff@monroewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAU3246DOYM7IJfX3Knkg-192GMmaLJgra

## "MCC Minutes 10-26-2021" History

-  Document created by Jodi Wycoff (jwycoff@monroewa.gov)  
2021-11-10 - 6:03:51 PM GMT
-  Document emailed to Geoffrey Thomas (gthomas@monroewa.gov) for signature  
2021-11-10 - 6:04:16 PM GMT
-  Email viewed by Geoffrey Thomas (gthomas@monroewa.gov)  
2021-11-10 - 7:51:35 PM GMT
-  Document e-signed by Geoffrey Thomas (gthomas@monroewa.gov)  
Signature Date: 2021-11-10 - 7:51:58 PM GMT - Time Source: server
-  Document emailed to Jodi Wycoff (jwycoff@monroewa.gov) for signature  
2021-11-10 - 7:52:00 PM GMT
-  Email viewed by Jodi Wycoff (jwycoff@monroewa.gov)  
2021-11-10 - 10:55:07 PM GMT
-  Document e-signed by Jodi Wycoff (jwycoff@monroewa.gov)  
Signature Date: 2021-11-10 - 10:55:13 PM GMT - Time Source: server
-  Agreement completed.  
2021-11-10 - 10:55:13 PM GMT