



MONROE CITY COUNCIL

Special Business Meeting
Tuesday, September 9, 2025 7:00 P.M.
Monroe City Hall and
Zoom Online Meeting Platform

MINUTES

Mayor
Geoffrey Thomas

Councilmembers
Heather Fulcher, Mayor Pro Tem;
Jason Gamble; Kevin Hanford;
Kirk Scarboro; Tami Beaumont;
Kyle Fisher & Jacob Walker

<mailto:councilmembers@monroewa.gov>

Pursuant to Council Rules of Procedure and the 2022 Open Public Meetings Act update, the Monroe City Council meeting was held in a hybrid format.

1. CALL TO ORDER

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

2. ROLL CALL

Councilmembers present: Hanford, Scarboro, Fulcher, Beaumont, Gamble, Fisher, and Walker.

Staff present:

Roberts, Elsom, Bailey, Teague, McKorkle, Simonson, Tourtellot, P. Ryan, Adams, Thomas, Ladwig, Ottow, M. Darrow, Wycoff, and City Attorney Lell.

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Thomas.

4. PUBLIC COMMENTS

David Toyer stated that he is assisting with the Davis Annexation and is available to answer questions on the topic if needed.

5. ANNOUNCEMENTS/PRESENTATIONS

5.1 – Proclamation: Childhood Cancer Awareness Month

Mayor Thomas read aloud a proclamation recognizing September as Childhood Cancer Awareness Month and presented the proclamation to community members who have been affected by childhood cancer.

5.2 – Proclamation: Hydrocephalus Awareness Month

Mayor Thomas read aloud a proclamation recognizing September as Hydrocephalus Awareness Month and presented the proclamation to Councilmember Gamble who thanked the Mayor for the proclamation.

6. PUBLIC HEARING

6.1 - Public Hearing: 2025-2026 Comprehensive Plan Amendment Docket Selection

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

Amy Bright, Planner, provided the staff report and explained the Comprehensive Plan Docket process. Kate Tourtellot, Planning Manager, reviewed the City-initiated docket application which includes amendments to the Future Land Use Map and reconciling growth targets in unincorporated portions of Monroe's Urban Growth Area. Doug Wilson, Principal Engineer with Snohomish Public Utility District (PUD), reviewed PUD's docket application which includes removing references to the airport and the airport compatibility overlay.

David Toyer, representing the applicants of the Davis Annexation, spoke in favor of the City-initiated docket application which includes pre-annexation zoning for the Davis Annexation area.

7:33 p.m. Mayor Thomas closed the public hearing.

Motion: *Councilmember Gamble moved to place the docket request on the 2025-2026 Final Docket. Councilmember Hanford seconded. Motion passed 7-0.*

7. 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 potential litigation pursuant to RCW 42.30.110(1)(i) for 10 minutes.**

7:34 p.m. – City Council went into executive session for 10 minutes

In attendance at executive session: Councilmembers Fulcher, Beaumont, Hanford, Walker, Gamble, Fisher, Scarboro; Mayor Thomas, and staff members Ottow, M. Darrow, Roberts, and City Attorney Lell.

7:44 p.m. – Executive session was extended in increments for a total of 18 minutes.

8:02 p.m. – the Council meeting reconvened.

Mayor Thomas presented Jordan Ottow, Public Works Operations Manager, a Mayor's Coin for his work on the City Hall renovation project.

8. CONSENT AGENDA

8.1 Approve July and August 2025 payroll claims.

8.2 Approve AP/ACH Claims through September 9, 2025.

8.3 Approve City Council minutes of July 22, 2025.

8.4 Accept FY2026 Simple Possession and Advocacy grant award and Authorize the Mayor or their designee to sign Grant Agreement No. GRT26022, Washington State Office of Public Defense Simple Possession Advocacy and Representation (SPAR) Program Funding Agreement (Monroe contract No. 2025-078).

8.5 Authorize the Mayor to execute all necessary documentation to participate in the Purdue Pharma and Generic Manufacturer opioid settlement agreements and to take all actions necessary to ensure the City's compliance and eligibility for funding.

8.6 Approve suspension of utility account shut offs in September 2025 and resume utility account shut offs in October 2025, through adoption of the consent agenda.

8.7 Authorize the Mayor to sign a contract (2025-073) with Facet NW, Inc. for the Urban Forest Management Plan and Street Tree Inventory Project in the amount of \$150,000; and expressly authorize a contingency amount of 10% (\$15,000) per Section 5 of the Procurement Policies & Procedures, for a total not to exceed \$165,000.

8.8 Authorize the submittal of Snohomish County Lodging Tax Advisory Committee (LTAC) Grant Application for the 2025 Explore Monroe Digital Marketing Campaign and approve the \$3,000.00 match funds for the project.

8.9 Authorize the submittal of Snohomish County Lodging Tax Advisory Committee (LTAC) Grant Application for the 2025 Placer.ai Co-op Membership and approve the \$8,500.00 match funds for the project.

Motion: Councilmember Scarboro moved to approve the consent agenda as provided in the packet. Councilmember Beaumont seconded. The motion carried 7-0.

9. UNFINISHED BUSINESS

9.1 – Ord. 017/2025 code revisions to Monroe Municipal Code (MMC) Title 9 Park Code

Kevin Teague, Parks and Recreation Director, and Mike Thomas, Interim Parks Manager, reviewed updates to the proposed revisions to the Park Code based on Council feedback during the initial discussion in July.

8:21 p.m. Mayor Thomas called for a 5-minute recess.

8:26 p.m. The meeting reconvened.

Motion: Councilmember Beaumont moved to provide direction to Mayor and staff to investigate the prohibition of open carry in City parks. Councilmember Walker seconded. The motion failed 4-3 (ayes-Beaumont, Walker, Scarboro; nays-Gamble, Hanford, Fulcher, Fisher).

Motion: Councilmember Hanford moved to accept as first reading Ordinance No. 017/2025, amending Chapter 9.28 MMC, Park Code; providing for severability; and establishing an effective date. Councilmember Gamble seconded. The motion carried 7-0.

9.2 – Republic Services Contract - Response to labor disruption event and review of contract status

This item was removed from the agenda.

10. NEW BUSINESS

10.1 – Ordinance 019/2025 Granting a Non-Exclusive Franchise Agreement with Intermountain Infrastructure Group; First Reading

Liam McKorkle, Management Analyst, briefly reviewed the franchise agreement process and the aspects of the application from Intermountain Infrastructure Group.

Motion: Councilmember Fisher moved to accept as first reading Ordinance 019/2025 granting to Intermountain Infrastructure Group, LLC and its affiliates, successors and assigns, the right, privilege, authority and nonexclusive franchise for five years, to construct, maintain, operate, replace and repair a telecommunications network, in, across, over, along, under, through and below certain designated public rights-of-way of the City of Monroe, Washington. Councilmember Beaumont seconded. The motion carried 7-0.

10.2 – Ordinance 018/2025 amending MMC 5.02 Business Licenses

Jodi Wycoff, City Clerk, briefly reviewed the history of the model business license ordinance originally enacted by legislators in 2017 and explained that after review by a group of cities in 2024, the minimum revenue threshold for out-of-city business is being increased from \$2,000 a year to \$4,000. Ms. Wycoff explained that this means that any out-of-city business that will do less than \$4,000 worth of revenue in Monroe in one-year will not be required to get a City business license.

Motion: Councilmember Beaumont moved to accept as first reading Ordinance 018/2025 amending Monroe Municipal Code Chapter 5.02 Business Licenses; amending the minimum threshold exempting certain businesses from licensing requirements; providing for severability and establishing an effective date. Councilmember Hanford seconded. The motion carried 7-0.

10.3 – Proposed Amendments relating to Permit Processing and WA Senate Bill 5290, Local Permitting

Kate Tourtellot, Planning Manager, explained that Washington Senate Bill 5290, revised 120-day review for most permits to three-time frames based on public comment requirements, provides clarification related to fees and review clocks, and requires annual reporting to Department of Commerce. Ms. Tourtellot reviewed the Monroe Municipal Code chapters that require amendments and explained the review process and next steps to adopt the amendments.

10.4 – Davis Notice of Intention to Commence Annexation; Initial Meeting

Amy Bright, Planner, provided an overview of the annexation process and explained that this initial meeting is the first step in the process. Ms. Bright stated that, if Council approves, staff will work with the applicant on several items including the ten percent petition, an interlocal agreement, a development agreement, and the sixty percent petition which will be brought to Council as completed in the future.

David Toyer, representing the applicants, requested that Council keep the process moving forward by approving the requested actions this evening.

Motion: *Councilmember Gamble moved to direct staff to prepare and return for the City Council's consideration a resolution accepting the annexation boundary of the ten percent (10%) annexation petition for property located in an unincorporated area north of City limits, and to require the assumption of existing indebtedness of the City by the area to be annexed; to authorize the circulation of a petition for annexation of the property consistent with this motion; and to direct the City Clerk to record this action in the official minutes. Councilmember Scarboro seconded. The motion carried 7-0.*

Motion: *Councilmember Gamble moved to direct staff to commence review process for pre-annexation zoning for the subject properties. Councilmember Hanford seconded. The motion carried 7-0.*

Motion: *Councilmember Gamble moved to direct staff to coordinate with the applicants to meet with all affected City departments and Snohomish County Regional Fire and Rescue at a Pre-Application meeting to discuss conceptual layout of the site, extension of utilities, the transportation network, etc. Councilmember Hanford seconded. The motion carried 7-0.*

Motion: *Councilmember Gamble moved to direct staff to coordinate with the applicants to prepare and submit a Pre-Annexation Development Agreement. Councilmember Scarboro seconded. The motion carried 7-0.*

Motion: *Councilmember Gamble moved to direct staff to coordinate with Snohomish County to prepare a site-specific annexation interlocal agreement covering the transfer of and/or maintenance of utilities, infrastructure, permitting, etc. Councilmember Hanford seconded. The motion carried 7-0.*

11. COUNCILMEMBER REPORTS

Councilmembers reported on recent events they attended, expressed their excitement to hold meetings in the new Council Chambers, and thanked staff for their work on various projects and programs.

12. STAFF/DEPARTMENT REPORTS – there were no oral reports. The following department reports were provided in the packet.

12.1 – Police Department

12.2 – Community Development

12.3 – Human Services

13. ADMINISTRATIVE/MAYOR REPORTS

13.1 – Extended Agenda

Jakeh Roberts, Acting City Administrator, reviewed the extended agenda as presented in the meeting packet.

13.2 - City Administrator Report

Jodi Wycoff, City Clerk, reminded Council to apply for the Lodging Tax Advisory Board Chair position if interested.

13.3 – Mayor’s Report

Mayor Thomas reported on recent events and meetings including the Fair Days Parade and thanked Monroe Chamber for organizing the event.

14. EXECUTIVE SESSION

There was no need for an executive session.

15. ADJOURNMENT

There being no further business, and no objections, Mayor Thomas adjourned the meeting.

MEETING ADJOURNED: 9:28 p.m.


[Geoffrey Thomas \(Sep 24, 2025 06:18:56 PDT\)](#)

Geoffrey Thomas, Mayor


[Jodi Wycoff \(Sep 24, 2025 08:19:32 PDT\)](#)

Jodi Wycoff, City Clerk

20250909_MCC Minutes

Final Audit Report

2025-09-24

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