



CITY COUNCIL MEETING MINUTES

**November 5, 2025
6:00 PM
Civic Center**

1. CALL TO ORDER (VIA IN-PERSON & ONLINE VIA ZOOM)

Mayor Matthew Hartman called the City Council Meeting to order at 6:00 p.m.

2. FLAG SALUTE

Mayor Matthew Hartman led the Council, Staff and Audience in the Pledge of Allegiance to the flag.

3. ROLL CALL

Deputy City Clerk Carole Williams verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

MOTION:	Motion to approve consent agenda.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

4.a. AB 111-2025 Approval of September 17, 2025 Minutes

4.b. AB 112-2025 Approval of September 20, 2025 Minutes

- 4.c. **AB 113-2025 Approval of October 1, 2025 Minutes**
- 4.d. **AB 114-2025 Approval of October 15, 2025 Minutes**
- 4.e. **AB 115-2025 Approval of October 16, 2025 through November 5, 2025 Claims Checks #415668 through #415711 totaling \$884,910.14**
- 4.f. **AB 116-2025 Approval of October 1, 2025 through October 15, 2025 Payroll Claims Checks consisting of Twenty-Two EFT's totaling \$82,450.64**

5. STAFF REPORTS

5.a. Special Projects Report

Brittany Thistlewood gave a Special Projects update. This included discussion of purchasing a train that could be placed on the trellis at city hall and decorated for the holiday season.

5.b. City Clerk Report

City Clerk Darla Wilkins was absent from the meeting.

5.c. Passports

City Manager Jeff Balentine commented on the following:

- Gave an update on the passport's office
- Christmas Tree Lighting event update

5.d. Planning Department Report

Planning Director Amy Hess commented on the following:

- Introduced herself to the City Council
- Gave an update on the status of the online permitting software vendor search
- Discussed getting processes and procedures in place (be ready for the lifting of the sewer moratorium)
- Code Updates

5.e. Public Works

Public Works Director Charles White was absent from the meeting.

5.f. Consultant Police Chief Report

Consultant Police Chief Thomas Dalton commented on the following:

- Current Complex Cases

- Sales tax increase (funding for Sheriff's Office) and compliance
- Recruiting incentives & bonuses for employees

6. PUBLIC COMMENTS/RECOGNITION OF VISITORS-NON-ACTION ITEMS

(The public is encouraged to submit written comments prior to the meeting by emailing them directly to the city clerk at: darla.wilkins@ci.granite-falls.wa.us; and should be submitted no later than 5PM. Public comment speakers can sign up prior to the meeting, or wait for the public comment section of the meeting to be open by the presiding officer. Individual comments shall be limited to three minutes. Group comments shall be limited to five minutes).

Sondra Novak, Granite Falls, provided public comment.

7. NEW BUSINESS

7.a. AB 117-2025 Proposed Amendments to Titles 19 & 21 of the Granite Falls Municipal Code Patrick Kelly, AHBL, Inc.

Patrick Kelly & Wayne Carlson, AHBL

Mr. Kelly reviewed the proposed amendments to Titles 19 and 21 to integrate local requirements associated with the City's obligations under the Growth Management Act and recently enacted legislation by the Washington State Legislature. These updates include the following items:

- HB 1337, Accessory Dwelling Units (GFMC 19.06.090)
- SB 5258, Unit Lot Subdivisions (GFMC 19.05.310)
- SB 5290, Local Permit Review (GFMC 19.04A.230)
- HB 1998, Co-Living Housing

Please see the included City Council Staff Report dated October 31, 2025, for further information.

The Planning Commission provided feedback relating to RV Parking, Tractor Trailer Parking and proposed Home Occupation Standards.

*Council to send any comments on these items to City Manager Jeff Balentine, to compile and respond to.

7.b. AB 118-2025 Public Hearing – 2026 Property Tax Levy

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember David Griggs

AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

Deputy City Clerk Carole Williams submitted the following list of public hearing exhibits into the record:

Exhibit 1 - Public hearing notice dated October 24, 2025, 1 page

Exhibit 2 - Verification of public hearing posting dated October 24, 2025, 1 page

Exhibit 3 - 2026 Property Tax Presentation, 91 Pages

Exhibit 4 - Ordinance No. 1065-2025-0% Option, 2 pages

Exhibit 5 - Ordinance No. 1065-2025-1% Option, 2 pages

City Manager Jeff Balentine discussed the proposed 2026 Property Tax Presentation which included the following presentation slides and discussion:

2026 Granite Falls Property Tax Presentation (how the levy works)

*2025 Tax Dollar Breakdown

*City of Granite Falls' Property Tax-Key Information

*Examples: Property Tax by Accessed Value (AV)

*City of Granite Falls' Property Tax-Regular Levy Example

*City of Granite Falls Banked Capacity Cumulative Scenario (0% Cumulative Impact)

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

No one signed up or chose to speak from the audience.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing with action to follow.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

MOTION:	Motion to adopt Ordinance No. 1065-2025, an Ordinance of the City of Granite Falls authorizing the 2026 property tax levy without increase in dollar amount \$0.00 and levying the same upon all taxable property, both real and personal, in the City of Granite Falls, Washington, for collection in 2026 and authorizing the banking of remaining levy capacity in the amount of the available 1% increase for future use.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald
RESULT:	APPROVED

7.c. AB 119-2025 Public Hearing – City of Granite Falls 2026 Preliminary Budget FY 2026

MOTION:	Motion to open the public hearing.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

Deputy City Clerk Carole Williams submitted the following list of public hearing exhibits into the record:

Exhibit 1 - Public hearing notice dated October 24, 2025, 1 page

Exhibit 2 - Verification of public hearing posting dated October 24, 2025, 1 page

Exhibit 3 - 2026 Granite Falls Preliminary Budget Presentation, 81 Pages

Exhibit 4 - 2026 Preliminary Budget, 29 pages

City Manager Jeff Balentine discussed the proposed 2026 Budget which included the following presentation slides and discussion:

2026 Preliminary Budget

*2026 Budget Overview

General Fund

- *Revenue Overview
- *Expense Overview
- *End Fund Balance

Street Fund

- *Overview
- *Revenue Overview
- *Expense Overview

Street CIF Fund

- *Revenue Overview
- *Expense Overview
- *End Fund Balance

Park Impact Fees Fund

- *Revenue Overview
- *End Fund Balance

Community Events, Arts, & Recreation Fund

- *Revenue Overview
- *End Fund Balance

Alternate Route Fund

- *Overview

CIF Alternate Route Fund

- *End Fund Balance

Capital Improvement Fund

- *Overview

CIF Fund

- *End Fund Balance

REET Capital Improvement Fund

- *Overview
- *End Fund Balance

Water Fund

- *Overview
- *Revenue Overview
- *Expense Overview
- *Total Expense

*End Fund Balance

Water CIF Fund

*Overview
*Revenue Overview
*Expense Overview
*End Fund Balance

Sewer Fund

*Overview
*Revenue Overview
*Expense Overview
*End Fund Balance

Sewer CIF Fund

*Revenue Overview
*Expense Overview
*End Fund Balance

Storm Fund

*Overview
*Revenue Overview
*Expense Overview
*End Fund Balance

Storm CIF Fund

*Revenue Overview
*Expense Overview
*End Fund Balance

Solid Waste Fund

*End Fund Balance

2026 Budget Summary

Mayor Matthew Hartman opened the public testimony portion of the public hearing.

No one signed up or chose to speak from the audience.

Mayor Matthew Hartman closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing.
MOVER:	Councilmember Steven Glenn

SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember Tom FitzGerald, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED - UNANIMOUS

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Election results
- Granite Falls High School Band Fundraiser (tomorrow night)

10. COUNCIL COMMENTS (15 MINUTES)

Councilmember Tom FitzGerald commented on the following:

- Did not attend the school board meeting
- One athlete is going to state for cross-country
- Girls team in playoffs for state
- Boys team in first round of playoffs for state

Councilmember Steven Glenn commented on the following:

- Halloween event in downtown
- Blood drive on November 17th at the church 12pm-6pm (across the street from high school)
- Thanked everyone for their hard work

Councilmember David Griggs commented on the following:

- Voting numbers
- Thanked those in attendance this evening
- "*Wreaths Across America*" event December 13th, 9am at the cemetery — looking for sponsors & volunteers

Councilmember Bruce Straughn commented on the following:

- Attended the Halloween event
- Wreaths Across America Sponsorship
- Voter turnout

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Draft Employee Handbook (in review with the union)
- New Annual Performance Review
- Performance Review for City Manager
- Cancel December 17, 2025 Council Meeting
- Budget Amendment (on first meeting in December)
- December 20th @ 6pm (Annual Holiday Party)
- Halloween Event
- Next Year Requirements for AWC (December meeting)
- MRSC Best Practices

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:52 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman

City Clerk Staff Report November 5, 2025

Business Licenses (Inside City):

Reconstruct LLC
209 Noble Way
Granite Falls, WA 98252-8703
Business license application is for: Contracting, general business

Business Licenses (Outside City):

Chandler's Tree & Stump Services Inc.
8519 171st Ave SE
Snohomish, WA 98290
Business license application is for: Tree removal, pruning and stump grinding

CDAS Construction Services LLC
2802 96th St. SE
Everett, WA 98208-4322
Business license application is for: Contractor, construction

Alliance Laundry Systems Distribution LLC
15540 Woodinville-Redmond Rd. NE, Ste. 100
Woodinville, WA 98072
Business license application is for: Appliances-major, electronics and appliance retailers, major appliances-install, repair, laundry equipment, repair

Fence Systems NW, Inc. dba Economy Fence Center (Fence Systems NW, Inc.)
11709 Cyrus Way
Mukilteo, WA 98275-5406
Business license application is for: Install fences and gates

Taylor's Excavators, Inc.
3134 268th St. NW
Stanwood, WA 98292-4531
Business license application is for: Wholesale, retail site preparation, including underground utilities hauling & demolition

Wholesale Floors (Builders Interiors, Inc.)
17802 134th Ave. NE, Ste. 11
Woodinville, WA 98072-8806
Business license application is for: Flooring & tile stone sales and installation of carpet, tile, hardwood, vinyl and laminate

Agrow-Tech Hydroseeding (Forth, Troy Anthony)
10919 115th Ave NE
Lake Stevens, WA 98258-8203
Business license application is for: Hydroseeding, straw blowing

Building Permits Issued:

Dennis Schule
11125 Mt. Loop Hwy., Bldg. F
Installation of a steel commercial building
Issued on: 10/17/2025

Building Permit #2025-045

(Continued on next page)

Renee Mulvaney
201 Alder Ave.
Construction of a residential steel garage
Issued on: 10/28/2025

Building Permit #2025-051

Jim Eckels
607 Saratoga St.
Residential gas furnace replacement
Issued on: 10/15/2025

Building Permit #2025-059

Brendan Hofman
601 N. Indiana Ave.
Residential gas furnace replacement
Issued on: 10/15/2025

Building Permit #2025-060

Thomas C. Pritchard
507 Hemming Way
Residential water heater replacement
Issued on: 10/15/2025

Building Permit #2025-061

Robert Ruth
303 S. Kentucky Ave.
Residential demolition of a single-family manufactured home
Issued on: 10/21/2025

Building Permit #2025-062