



CITY OF
GRANITE FALLS

CITY COUNCIL MEETING MINUTES

January 7, 2026
7:00 PM
Civic Center

City Council	Mayor/Councilmember Matthew Hartman, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
City Staff	City Clerk Darla Wilkins, City Manager Jeff Balentine, Deputy City Manager Brent Kirk, Public Works Director Charles White, Planning Director Amy Hess, Deputy City Clerk Carole Williams
Consultants	Consultant Police Chief Tom Dalton, Consultant City Attorney Emily Guildner

1. CALL TO ORDER (VIA IN-PERSON)

Mayor Matthew Hartman called the City Council Meeting to order at 7:00 p.m.

2. FLAG SALUTE

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

- 2.a. **AB 001-2026 Administration of Oath of Office to:**
Steven Glenn - City of Granite Falls Council Position #1
David Griggs - City of Granite Falls Council Position #2
Tom FitzGerald - City of Granite Falls Council Position #3

City Clerk Darla Wilkins Administered the Oath of Office to Steven Glenn (Council Position #1) and David Griggs (Council Position #2).

- 2.b. **AB 002-2026 Selection of Mayor under the Council-Manager Form of Government**

Mayor Matthew Hartman stated the City is a Manager-Council form of government. This means that the Mayor and the Mayor Pro Tem are selected by the Council, as opposed to being elected by the people. The people elect the Councilmembers, and the Council chooses from that group the person to become Mayor. The Mayor's term is a two-year term and is selected the first meeting in January of an even year. At this time, we will take nominations for the Mayor under the Council-Manager form of government. If you prefer, you can nominate yourself.

Councilmember David Griggs nominated Mayor Matthew Hartman for the Mayor position.

MOTION:	Moved to close the nominations.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

Mayor Matthew Hartman asked: All those in favor of Councilmember Matthew Hartman taking the Mayor's position for the next two years, please say aye. All Councilmembers present voted in favor.

2.c. **AB 003-2026 Selection of Mayor Pro Tem under Council-Manager Form of Government**

Mayor Matthew Hartman stated the same rules apply for the Mayor Pro Tem nominations as previously stated.

Mayor Matthew Hartman nominated Councilmember David Griggs for the Mayor Pro Tem position.

MOTION:	Moved to close the nominations.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Councilmember Steven Glenn, Mayor Pro Tem/Councilmember David Griggs, Councilmember Bruce Straughn
NAYS:	None

RESULT:	APPROVED
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Mayor Matthew Hartman asked: All those in favor of Councilmember David Griggs being the Mayor Pro Tem for the next two years, please say aye.
All Councilmembers present voted in favor.

3. ROLL CALL

City Clerk Darla Wilkins verbally called out the Council's names and took note of the meeting attendance.

4. CONSENT AGENDA

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

- 4.a. AB 004-2026 Approval of November 5, 2025 Minutes
- 4.b. AB 005-2026 Approval of November 19, 2025 Minutes
- 4.c. AB 006-2026 Approval of December 4, 2025 through December 18, 2025 claims checks #415798 through 415841 and Two EFT's totaling \$1,161,159.38
- 4.d. AB 007-2026 Approval of December 19, 2025 through January 7, 2026 claims checks #415845 through 415885 totaling \$110,546.91
- 4.e. AB 008-2026 Approval of November 16, 2025 through November 30, 2025 payroll claims checks #415764 through 415766 and Twenty-Six EFT's totaling \$139,773.86
- 4.f. AB 009-2026 Approval of December 1, 2025 through December 15, 2025 payroll claims checks consisting of Twenty-Two EFT's totaling \$88,361.45

5. STAFF REPORTS

5.a. Planning Staff Report

Planning Director Amy Hess commented on the following:

- Working on processes geared towards lifting the sewer moratorium
- Working on the Parks, Recreation and Open Space Plan with Planning Consultant Eric Jensen
- Working on Code Amendments over the next 6-12 months

5.b. Public Works

Public Works Director Charles White commented on the following:

- Smart cover repaired at manhole #7
- Two pumps pulled & cleared (Smoots L/S & Suncrest)
- Standby Generator (ready for winter season)
- Crack sealing work completed on Pine Lane
- 2026 Scope of Work with the Conservation District (education & outreach)
- Performed a walk-through with Gray & Osborne representatives for the LID project
- Investigated a low water pressure concern on Menzel Lake Rd.

5.c. Passports

City Manager Jeff Balentine commented on the following:

- Passport financial update and closeout numbers for 2025
- Applications and revenue info for 2026
- Called out the team members for doing a fantastic job!

5.d. Finance - 2025 Financial Performance

City Manager Jeff Balentine commented on the following:

- 2025 close-outs
- W2 hold-up
- Financial highlights

5.e. City Clerk Staff Report

City Clerk Darla Wilkins commented on the following:

- SCT Meeting
- 2026 Council Meeting Schedule changes
- Software issue(s) on new agenda management software
- Minutes updates

Consultant Police Chief Tom Dalton commented on the following:

- Calls for service last month
- Coffee with the Chief
- Felony at Spar Tree
- Update on calls
- Christmas calls

Mayor Matthew Hartman introduced Consultant City Attorney Emily Guildner to everyone.

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).

None.

7. NEW BUSINESS

7.a. AB 010-2026 Consideration to approve contract between Granicus and City of Granite Falls for implementation and annual subscription for SmartGov Permitting Module software.

MOTION:	Motion to approve the contract with Granicus for implementation and annual subscription for SmartGov Permitting Module Software, and authorize the City Manager to execute the agreement on behalf of the City.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.b. AB 011-2026 Consideration to approve Resolution 2026-01, adopting the City's Comprehensive Emergency Management Plan (CEMP) Annex

MOTION:	Motion to approve Resolution 2026-01, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the Comprehensive
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	Emergency Management Plan Annex, and authorize the Mayor to sign.
MOVER:	Councilmember/Mayor Pro Tem David Griggs
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.c. AB 012-2026 Consideration to approve the proposal from CivicPlus for mass messaging notification services.

MOTION:	Motion to approve the quote from CivicPlus in the amount of \$3,600.00 for mass notification services for year one, and authorize the continued annual renewal, including uplift fees, not to exceed 5% annually, and authorize the City Manager to sign.
MOVER:	Councilmember Steven Glenn
SECONDER:	Councilmember Bruce Straughn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.d. AB 013-2026 Consideration to approve the Water Quality Combined Financial Assistance Agreement (WQC-2026-GraFal-00200) between the City of Granite Falls and the State of Washington Department of Ecology.

MOTION:	Motion to approve agreement WQC-2026-GraFal-00200, an agreement between the City of Granite Falls and the State of Washington Department of Ecology for financial assistance related to the Low Impact Development Retrofit project at Kentucky and Indiana Avenue, and authorize the City Manager to sign.
MOVER:	Mayor Pro Tem/Councilmember David Griggs
SECONDER:	Councilmember Steven Glenn
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn

NAYS:	None
RESULT:	APPROVED

7.e. AB 014-2026 Legislative Representation Agreement with Cameron Bailey Consulting for 2026 Washington State Legislative Session

MOTION:	Motion to approve the Legislative Representation Agreement with Cameron Bailey Consulting for state legislative lobbying services from January 1, 2026, through March 31, 2026, in an amount not to exceed \$3,000.00, and to authorize the City Manager to execute the Agreement and all related documents on behalf of the City.
MOVER:	Councilmember Bruce Straughn
SECONDER:	Mayor Pro Tem/Councilmember David Griggs
AYES:	Mayor/Councilmember Matthew Hartman, Mayor Pro Tem/Councilmember David Griggs, Councilmember Steven Glenn, Councilmember Bruce Straughn
NAYS:	None
RESULT:	APPROVED

7.f. AB 015-2026 Review and Confirm Appointments to City Boards, Commissions, and/or Committees

This item was moved to the January 21, 2026 City Council Meeting.

Snohomish County Tomorrow Representative is needed.

Mayor Pro Tem/Councilmember David Griggs - Primary
Councilmember Steven Glenn - Alternate

8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Matthew Hartman commented on the following:

- Attended the new Fire Dist. #17 (fire station) opening (2 days ago)
- Snohomish County Tomorrow dinner (interested in attending)
- Work session will begin at 6pm

10. COUNCIL COMMENTS (15 MINUTES)

Mayor Pro Tem/Councilmember David Griggs thanked the community for the help on

the Wreaths Across America event.

Councilmember Steven Glenn commented on the following:

- Happy New Year!
- Attended the Christmas Tree Lighting event
- Fire District #17 opening (watched progress)
- Santa Cruise (notification?)
- Looking forward to a great year!

Councilmember Bruce Straughn talked about the possibility of adding two new Council positions possibly next year.

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Thanked Staff
- Darin Jackson passed the Wastewater I Certification
- Thanked public works for filling sandbags
- Work Session at 6pm on Archives Training, Delegation of Authority, Tree Discussion, Title 19 Amendments Zoning
- Fire Station property will close on January 29, 2026
- Gun Club Rd. property will close on January 29, 2026
- Wastewater Treatment Plant project update
- Fred Cruger - working on Granite Falls artwork
- Thanked everyone who worked on the Christmas tree lighting event
- Washington State Employee benefits changes
- Proclamation 250
- 2025-2028 Overtime Compensation Information
- AWC - City Action Days - January 21st - January 22nd
- Washington State Legislature Convenes on January 12th

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 8:25 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman