



**CITY COUNCIL MEETING
MINUTES**

**February 18, 2026
7:00 PM
Civic Center**

City Council Councilmember Steven Glenn, Councilmember David Griggs, Councilmember Tom FitzGerald, 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

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- 1. CALL TO ORDER**
Mayor Pro Tem David Griggs called the City Council Meeting to order at 7:00 p.m.
 - 2. FLAG SALUTE**
Mayor Pro Tem David Griggs led the Council, Staff and Audience in the Pledge of Allegiance to the flag.
 - 3. ROLL CALL**
City Clerk Darla Wilkins verbally called out the Council's names and took note of the meeting attendance.

MOTION:	Motion to excuse Mayor Hartman for personal reasons.
MOVER:	Mayor Pro Tem/City Councilmember David Griggs
SECONDER:	City Councilmember Steven Glenn

AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

4. CONSENT AGENDA

City Clerk Darla Wilkins asked the Council to consider approving the minutes that were emailed out yesterday for the meeting dates of January 14, 2026, February 4, 2026, and February 11, 2026.

MOTION:	Motion to add the January 14, 2026, February 4, 2026 and February 11, 2026 meeting minutes to the consent agenda.
MOVER:	City Councilmember Bruce Straughn
SECONDER:	City Councilmember Tom FitzGerald
AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

MOTION:	Motion to approve the consent agenda.
MOVER:	City Councilmember Bruce Straughn
SECONDER:	City Councilmember Steven Glenn
AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

4.a. AB 031-2026 Approval of January 21, 2026 Minutes

4.b. AB 032-2026 Approval of February 18, 2026 Claims Checks #415980 through 416010 totaling \$418,671.36

- 4.c. **AB 033-2026 Approval of January 16, 2026 through January 31, 2026 Payroll Claims Checks #415933 through 415935 and Twenty-Seven EFT's totaling \$170,608.47**

5. STAFF REPORTS

5.a. Public Works

Public Works Director Charles White commented on the following:

- Pothole patching on Menzel Lake Rd.
- Jetting on Leola Lane
- WFI for Dept. of Health has been submitted
- Trees removed at Perrigoue Ballfields
- Working on old Fire Station
- Burn for Legion moved to March 11th
- Snow plowing

5.b. City Clerk

City Clerk Darla Wilkins had nothing additional to add to her report. However, she did mention that Deputy City Clerk Carole Williams had recently attended a Springbrook conference/training last week and asked her to highlight some of the things she learned.

Deputy City Clerk Carole Williams thanked the Council & Staff for the opportunity to attend the training and mentioned what the conference was for.

5.c. Planning

Planning Director Amy Hess commented on the following:

- Go live date 4/21 (Smart Gov Software)
- Moonbird Crossing (complete application)

5.d. Passports

City Manager Jeff Balentine gave a brief financial update on the passport office.

5.e. Consultant Police Chief

Consultant Police Chief Tom Dalton commented on the following:

- Staff Training
- SnoCo Alerts

- Coffee with the Chief (Saturday)
- Snohomish County Chief's & Sheriff's Meeting
- Deputy Nunemaker (recognized by the American Legion)

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

None.

7. NEW BUSINESS

7.a. AB 034-2026 Public Hearing 7:10 PM or soon thereafter to Consider to approval of Resolution 2026-04, adopting the Parks Recreation and Open Space (PROS) Plan

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

Planning Director Amy Hess commented on the proposal, and included the Mayor's stating his verbal support of the plan.

Consultant Planner Eric Jensen, EJ Municipal Land Use Planning, gave a slideshow presentation and spoke in detail about the following items:

- Purpose of the Plan
- Content of the PROS Plan
- RCO Eligibility
- Capital Improvement Planning
- Next Steps

Council suggested changes/discussion items:

- Errors on the facility forms (need corrected)

Mayor Pro Tem David Griggs opened the public testimony portion of the public hearing.

No one signed up or chose to comment.

Mayor Pro Tem David Griggs closed the public testimony portion of the public hearing.

MOTION:	Motion to close the public hearing.
MOVER:	City Councilmember Bruce Straughn
SECONDER:	City Councilmember Tom FitzGerald
AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

MOTION:	Motion to approve Resolution 2026-04, a Resolution of the City Council of the City of Granite Falls, Washington, adopting the 2026 Parks, Recreation and Open Space Plan with the following revision; specifically allowing staff to update Appendix G - Facility Assessment Survey as warranted over time, and authorize the Mayor Pro Tem to sign.
MOVER:	City Councilmember Bruce Straughn
SECONDER:	City Councilmember Steven Glenn
AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

7.b. AB 035-2026 Approval of Personnel Policies and Procedures Employee Handbook

City Manager Jeff Balentine discussed the Personnel Policies & Procedures Handbook. The presentation included the following highlights:

- Presentation Overview
- Purpose and Scope
- Important Notice to Employees
- Our Guiding Principals
- Equal Employment Opportunity
- Reasonable Accommodation

- Employment Classifications
- Compensation and Hours
- Pay Transparency and Employee Rights
- Rest and Meal Breaks
- Paid Sick Leave (RCW 49.46)
- Vacation Leave Accrual
- Holiday Pay
- Family and Medical Leave Programs
- Additional Leave Benefits
- Health and Retirement Benefits
- Standards of Conduct
- Workplace Safety and Health
- Performance Management
- Progressive Discipline Process
- Grievance and Appeal Procedures
- Implementation Plan
- Fiscal and Legal Considerations
- Questions & Discussion

City Council and Staff discussed thoughts and ideas on the handbook. It was agreed upon that no action would be taken on this item tonight.

7.c. AB 036-2026 Approval of Purchasing Procedures Manual

City Manager Jeff Balentine discussed the Purchasing Procedure Manual through the use of a PowerPoint presentation that included the following slides:

- Presentation Overview
- Purpose and Scope
- Guiding Principles
- Key Legal Authority
- City Manager Purchasing Authority
- Department Head Authority
- City Council Retained Authority
- Non Public Works Under \$35,000
- Non Public Works \$35,000-\$40,000
- Non Public Works over \$40,000
- Public Works Contracting Thresholds
- Prevailing Wage Requirements
- Limited Public Works
- Small Works Roster Administration
- Small Works Roster Process Cycle
- Formal/Sealed Bidding

- Professional and Consulting Services
- Emergency Purchases
- Sole-Source Purchases
- Cooperative Purchasing (RCW 39.34)
- Documentation and Records
- City Manager Reporting Requirements
- Responsibilities and Controls
- Common Purchasing Mistakes
- Quick Reference Summary (2026)
- Implementation Plan

Councilmembers expressed their concerns and discussion ensued.

MOTION:	Motion to approve the City of Granite Falls' Purchasing Procedures Manual and authorizing the City Manager to make administrative updates as required by changes in federal, state, or local law, or to correct technical or clerical errors.
MOVER:	City Councilmember Tom FitzGerald
SECONDER:	City Councilmember Bruce Straughn
AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None
RESULT:	Passed

7.d. AB 037-2026 Selection of DEM Advisory Board Representative

MOTION:	Motion to appoint Councilmember Tom FitzGerald as the City of Granite Falls representative to the DEM Advisory Board, and City Manager Jeff Balentine as the alternate representative, to serve until successor appointments are made or until further action of the City Council.
MOVER:	Mayor Pro Tem/City Councilmember David Griggs
SECONDER:	City Councilmember Tom FitzGerald
AYES:	City Councilmember Tom FitzGerald, City Councilmember Steven Glenn, Mayor Pro Tem/City Councilmember David Griggs, City Councilmember Bruce Straughn
NAYS:	None

RESULT:	Passed
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8. CURRENT BUSINESS

None.

9. MAYOR'S COMMENT (5 MINUTES)

Mayor Pro Tem David Griggs commented on the following:

- Coffee with the Chief Meeting
- Legion burn & future plans for memorial
- Formal discussion on appointment of additional councilmembers

10. COUNCIL COMMENTS (15 MINUTES)

Councilmember Tom FitzGerald commented on the following:

- Pothole on Wabash
- Wants to have a council retreat to go around and check out other City's parks and collect ideas
- Girls high school basketball - playoffs

Councilmember Bruce Straughn commented on the following:

- Thoughts on having city staff reach out to other City's and ask them what their gem of a park is and then have staff take pictures of their responses

Councilmember Steven Glenn commented on the following:

- Listened to a passport & Legion burn discussion while shopping at the Granite Falls Shell station this morning
- Saw people staged ready to take pictures and watch the Legion building get burned although it got cancelled
- Nice to see the roads were cleared (snow)

11. CITY MANAGER (5 MINUTES)

City Manager Jeff Balentine commented on the following:

- Thanked Mohanna Goravanchi for helping get our 2025 Annual Report completed
- Flock policy = County draft policy
- State Bill 6002 passed the Senate today
- Public Works = great job on snow removal
- Community center and Legion Park (making good progress)
- Will review Legion Park (March 4th) concept design with Priceless Granite

- March 11th - work session meeting will be held at the old fire station
- AWC Conference (let Darla or Jeff know if you want to attend)
- Boys & Girls Club Teen Center - Grand Opening (attended)

12. ADJOURNMENT

With no further business to come before the Council, the meeting was adjourned at 9:08 p.m.

City Clerk Darla Wilkins, MMC

Mayor Matthew Hartman