



# MONROE CITY COUNCIL

Special Meeting: Study Session  
and Business Meeting  
Tuesday, August 4, 2020, 7:00 P.M.  
Zoom Online Meeting Platform

**Mayor**  
*Geoffrey Thomas*

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

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## MEETING MINUTES

### CALL TO ORDER

The City Council meeting was held virtually via Zoom. Due to the COVID-19 pandemic, and Proclamation 20-28.8 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

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

### ROLL CALL

Councilmembers present:  
Davis, Gamble, Rasmussen<sup>1</sup>, Scarboro, and Rousey

Mayor Thomas noted the excused absence of Councilmember Cudaback. No objections were noted.

Mayor Thomas requested a motion to approve Councilmember Hanford's fourth consecutive absence due to a family emergency.

Councilmember Gamble moved to excuse Councilmember Hanford. The motion was seconded by Councilmember Scarboro. On vote, motion carried 5-0

Staff present:

Pfister, Knight, Hasart, Johns, Roberts, Feilberg, Jolley, Haley, Huebner, Christian, Swanson, and Farrell

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Rousey

### PUBLIC COMMENTS

This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.

There were no comments from the public.

### COUNCILMEMBER REPORTS

1. Public Safety Committee Meeting of July 21, 2020

Councilmember Davis reported on the Public Safety Committee materials included in the agenda materials; and provided an update on the Committee meeting held earlier in the evening.

2. P3 Committee Meeting of July 28, 2020

Councilmember Rousey reported on the P3 Committee materials included in the agenda materials.

At Councilmember Rasmussen's request, Deborah Knight, City Administrator, will provide an update on the outdoor seating ordinance at an upcoming meeting.

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<sup>1</sup> Councilmember Rasmussen joined the meeting at 7:03 p.m.



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## MAYOR/ADMINISTRATIVE REPORTS

### 1. City Administrator Update (D. Knight)

Ms. Knight reported on the following topics:

- 2021 budget, on schedule
- Transportation Benefit District Board meeting on September 29
- Confirmed quorum for the August 11 meeting for Monroe CARES grant awards vote
- Staff kudos

### 2. Mayor's Update/Monroe This Week (July 31, 2020, Volume 6, Edition 29)(Mayor Thomas)

Mayor Thomas noted the *Monroe This Week* included in the agenda materials; and reported on the following topics:

- Authorized city staff to work from home through the end of the year
- Upcoming review of previously issued emergency executive orders
- Water shut-off moratorium
- Senior leadership team diversity, equity, and inclusion training
- Community Human Services Advisory Board interviews
- Meeting with Eaglemont neighborhood

Discussion ensued related to the Eaglemont neighborhood and no shooting zone outside the city. Consensus of the council was not to provide a letter of support to the County regarding updates to the no shooting zone.

## FINAL ACTION

### 1. AB20-112: Waive Council Rules of Procedure – Business Meeting Format (B. Hasart)

Becky Hasart, Finance Director/Interim City Clerk, explained the action needed in the next agenda item that requires council to waive the council rules of procedure allowing for a business meeting.

Councilmember Rousey moved to waive Council Rules of Procedure to allow final action to be taken at a study session; and to hold a Business Meeting and Study Session on Tuesday, August 4, 2020. The motion was seconded by Councilmember Davis. On vote, motion carried 5-0.

### 2. AB20-113: Amend Council Rules of Procedure (B. Swanson)

Ben Swanson, Community Development Director, provided background information on AB20-113; reviewed the policy consideration; and explained the Hearing Examiner's conclusion and new quasi-judicial process needed for Planned Residential Developments (PRDs).

Councilmember Rousey moved to amend Monroe City Council Rules of Procedure, Section 13, Closed Record Proceedings, as presented, to create a City Council Closed Record Proceedings, and to amend Section 12 to update repealed code references and to update the numbering of the current Sections 13 through 18.



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## DISCUSSION ITEMS

### 1. AB20-114: 2020 Budget Amendments (B. Hasart)

Ms. Hasart provided background information on AB20-114; and detailed the following budget areas:

- General Fund
- Street Fund
- REET
- Park Capital

Ms. Hasart noted all funds would be included in the 2020 amendment, and the funds not mentioned above only needed slight adjustments that have already been presented to council. Ms. Hasart also reviewed new cost centers; COVID recovery; and potential adjustments developed under Emergency Order 2020-007.

The proposed ordinance will be presented as a first reading at the next council meeting. Materials presented during the council meeting were uploaded to the city's website on August 5, 2020.

### 2. AB20-115: Update on the City Gateway, Wayfinding, and Park Sign Design Concepts (D. Knight)

Ms. Knight provided background information on AB20-115; work completed by the Economic Development Advisory Board (EDAB); Park Board and Planning Commission recommendations; consultant Tangram's scope of work; and introduced consultants Matthew DeLade and George Lim.

Mr. DeLade and Mr. Lim led council through a PowerPoint presentation highlighting the following topics:

- Project goals
- Scope of work
- Online survey results
- Design inspiration
- Consideration of multiple design concepts
- The western gateway
- Wayfinding assessment
- Wayfinding key recommendations
- Wayfinding sign concepts
- Park signs
- Historic downtown gateway signs
- Fiscal impacts and timing

Discussion ensued related to the following topics: sign elements and materials; colors; night appearance; sign placement; and historic downtown sign preferences.

Ms. Knight noted that EDAB will be discussing further before the final concepts are presented to council at a future meeting.



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### ADJOURNMENT

There being no further business, the motion was made by Councilmember Rasmussen and seconded by Councilmember Scarboro to adjourn the meeting. On vote, motion carried 5-0.

**MEETING ADJOURNED:** 9:19 p.m.

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Geoffrey Thomas, Mayor

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Gina Pfister, Deputy City Clerk