

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Hunter T. George called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers Shannon Reynolds, Brett Wittner, Blake Surina, Denny Waltier, and Jason Medley were present. Also in attendance, Councilmember David Viafore after Oath of Office.

PRESIDING OFFICER’S REPORT

George added items under the Presiding Officer’s Report regarding the appointment of a Mayor Pro Tempore and introduction of the City’s newest police officer as well as an item under New Business regarding the Weathervane waterline replacement.

A. Filling in a Council Vacancy

The City Clerk briefed the Council on the rules and procedures for filling in a council vacancy as prescribed by the Fircrest Council Rules of Procedures and RCW 42.12.070, and provided the background of the November 20, 2017 Council consensus of bringing this item with the consideration of Position #1 Councilmember-Elect David Viafore to fill in the vacancy for the remainder of the unexpired term to the November 28, 2017 regular Council meeting. **Medley MOVED to appoint Councilmember-Elect David Viafore to Position #1 for the remainder of the unexpired term; seconded by Reynolds.** George invited councilmember comment; none was provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

The City Clerk administered the Oath of Office to Councilmember Viafore. The Council and those in attendance applauded the welcoming of Viafore to the Council.

B. Appointing a Mayor Pro Tempore

George stated that there is interest in appointing a Mayor Pro Tempore for the remainder of the unexpired term. **Waltier MOVED to appoint Shannon Reynolds to the position of Mayor Pro Tempore for the remainder of the unexpired term; seconded by George.** George invited councilmember comment; none was provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

C. Introduction of New Police Officer

Police Chief Cheesman introduced the City’s newest police officer on staff, Officer John Roberts. Council welcomed Officer Roberts and thanked him for joining the team.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment. None were provided.

COMMITTEE, COMMISSION AND LIAISON REPORTS

A. Water, Sewer, Storm

Waltier provided a brief update on the Weathervane waterline replacement project.

B. Storm, Facilities, Equipment

No updates were provided.

C. Public Safety, Court

George reported that he had not had the chance to meet with the Court Administer, therefore no new updates were provided.

D. Pierce County Regional Council

Reynolds provided an update on the Pierce County Regional Council (PCRC) November 16, 2017 meeting. Reynolds indicated that discussion items included the Regional Centers Framework, and stated that there will be a vacancy on PCRC for the Economic Development Board. Reynolds indicated she would be available to serve in that capacity if she was chosen to continue serving as the PCRC delegate in 2018.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 210359 through Voucher No. 210419 in the amount of \$116,082.45; approval of Payroll Check No. 12995 in the amount of \$30.77; approval of Payroll Check No. 12996 through Payroll Check No. 13001 in the amount of \$89,892.87; and approval of the November 14, 2017 regular meeting minutes. **Medley MOVED to approve the Consent Calendar as read; seconded by Reynolds. The Motion Carried Unanimously.**

PUBLIC HEARING

A. 2017 Development Code Updates

At 7:18 P.M., George opened the public hearing and invited public testimony. Planning and Building Administrator Stahlnecker briefed the Council on the 2017 Development Code updates, which include proposed amendments relating to zoning and subdivision regulations contained in various chapters of Title 22 Land Development as directed by Comprehensive Plan Goal LU12. Stahlnecker stated that the City continues to refine its permit process and periodically review and revise the code to ensure consistent implementation of the Comprehensive Plan and other State and Federal mandates. George invited councilmember comment; Viafore raised a concern regarding proposed height maximum change to F.M.C. 22.34.005 as well as proposed change to remove vehicle repair facilities from F.M.C. 22.50.004. Stahlnecker clarified that the current code does not allow vehicle repair facilities unless they were established before the year 2002 and since there are no existing vehicle repair facilities in the City, this proposed housekeeping amendment would clean up the code. Viafore expressed concern regarding the potential impact of the proposed CMU Drive Through Facilities amendments on the public process and citizen's rights to due process; to which Stahlnecker clarified that the proposed amendments would increase the design guidelines and provide potential developers an opportunity to demonstrate that stacking traffic backups would not impact adjacent businesses. After a brief discussion on retrofitting existing businesses and conformance to the guidelines and on the potential impacts of limiting economic development opportunity, George invited public testimony; none were provided. There was a Council consensus to request staff to report back on the reasoning behind excluding vehicle repair facilities.

At 7:41 P.M., George closed the public hearing.

UNFINISHED BUSINESS

A. Adoption of Preliminary 2018 Budget as Adjusted

Interim City Manager McDonald briefed the Council on the ordinance to adopt the annual budget for Fiscal Year 2018 and recommended adoption. **Medley MOVED to adopt Ordinance No. 1606, adopting the annual budget of the City of Fircrest for the fiscal year 2018; seconded by Reynolds.** George invited councilmember comment; George expressed concerns regarding the police sergeant promotion budget item and asked for a consensus to freeze this item until more information about the impacts are provided. There was a consensus to freeze this budget item until further Council action. George invited public comment; none were provided. George thanked everyone for their efforts, attention to detail, and input. Viafore congratulated the Council on its efforts and stated he believes the budget will serve the citizens well, and indicated he looks forward to accomplishing the goal in the 2018 Budget to review the compensation of non-represented employees. Viafore indicated he would like to see the City website better promoted to inform the public of its existence and available resources. **The Motion Carried Unanimously.**

B. Amending City Council Rules of Procedures – Consent Calendar

George asked if there was any objection from Council to postpone this item until the new Council convenes in January; no objections were made.

NEW BUSINESS

A. Motion: 2017 End of the Year Budget Amendment

McDonald briefed the Council on the proposed 2017 end of the year budget amendment. **Medley Moved to authorize the Finance Director to reallocate the funds as listed in the City Council Agenda summary dated November 28, 2017; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried Unanimously.**

B. Ordinance: Establishing a Fund to be Used for Sewer Capital Projects

McDonald briefed the Council on the proposed ordinance to establish a fund to account for sewer capital projects. George invited public comment; none were provided. **Medley Moved to adopt Ordinance No. 1607, establishing a fund to be used for all proper Sewer Capital Project purposes and adding section 3.20.241 of the Fircrest Municipal Code; seconded by Reynolds.** George invited councilmember comment; Viafore inquired why the REET fund was not included under Section 1(b). Finance Director Corcoran stated that it could be included as the language includes “but not limited to”. Medley commended the efforts to create the capital funds for Sewer, Water, and Storm Drain. George invited public comment; none was provided. **The Motion Carried Unanimously.**

C. Ordinance: Establishing a Fund to be Used for Water Capital Projects

McDonald briefed the Council on the proposed ordinance to establish a fund to account for water capital projects. George invited public comment; none were provided. **Medley Moved to adopt Ordinance No. 1608, establishing a fund to be used for all proper Water Capital Project purposes and adding section 3.20.231 of the Fircrest Municipal Code; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

D. Ordinance: Establishing a Fund to be Used for Storm Drain Capital Projects

McDonald briefed the Council on the proposed ordinance to establish a fund to account for storm drain capital projects. George invited public comment; none were provided. **Medley Moved to adopt Ordinance No. 1609, establishing a fund to be used for all proper Storm Drain Capital Project purposes and adding section 3.20.451 of the Fircrest Municipal Code; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

E. Resolution: 2016 and 2017 CCN Subscriber Fees

McDonald briefed the Council on the proposed resolution to authorize the City Manager to make payment on the outstanding 2016 and 2017 Combined Communications Network (CCN) invoices. **Medley Moved to adopt Resolution No. 1501, authorizing the City Manager to pay and bring current charges for the use of the Single County Wide Communications System managed by the Combined Communications Network; seconded by Reynolds.** George invited councilmember comment; Viafore commented on the increase in subscriber fees and why the South Sound 911 sales tax does not cover the fees, and George and Waltier concurred that the City should properly address its concerns to the policy board via letter, resolution, and phone calls. Cheesman indicated that the Police Chief Association has also raised concerns regarding this issue as well. McDonald recommended Council maintain awareness of South Sound 911 capital projects and be engaged in that process. George invited public comment; none was provided. **The Motion Carried Unanimously.**

F. Resolution: BIAS Financial Software Support Agreement

Corcoran briefed the Council on the proposed resolution to authorize entering into a professional services agreement with BIAS Software to provide maintenance support for the year 2018. **Medley Moved to adopt Resolution No. 1502, authorizing the City Manager to execute an agreement with BIAS Software to provide software support for BIAS software applications for the year 2018; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

G. Resolution: Jeff Boers Professional Services Agreement

Stahlnecker briefed the Council on the proposed resolution to extend the professional services agreement with Jeff Boers and Associates for principal planning services. Stahlnecker stated that there is no change to the contract amount and is budgeted in the 2018 Budget, and that majority of the work is project dependent. **Medley Moved to adopt Resolution No. 1503, authorizing the City Manager to amend the professional service agreement with Jeff Boers and Associates extending the term of said Agreement through December 31, 2018; seconded by Wittner.** George invited councilmember comment; Reynolds inquired if it was necessary to recuse herself since her place of employment does business with Jeff Boers. George stated it was not necessary since she has no interest in the outcome. Surina commended Boers for his services and stated that Boers has served the City well. George invited public comment; none was provided. **The Motion Carried Unanimously.**

H. Resolution: Sound Inspection Professional Services Agreement

Stahlnecker briefed the Council on the proposed resolution to extend the professional services agreement with Sound Inspection for building inspection services. Stahlnecker stated Sound Inspection has requested an increase of \$10 per hour from \$85 to \$95 due to an increase in insurance cost and required certification training. Stahlnecker indicated that she believes

Sound Inspection provides a great value, service, and expertise for that amount. **Medley Moved to adopt Resolution No. 1504, authorizing the City Manager to amend the professional services agreement with Sound Inspection LLC extending the term of said Agreement through December 31, 2018 and adjusting the hourly rate; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried Unanimously.**

I. Resolution: NW GIS Professional Services Agreement

Stahlnecker briefed the Council on the proposed resolution to extend the professional services agreement with NW GIS Consulting to provide on call GIS support services. Stahlnecker stated that there are no changes to the agreement, and indicated that this has been a very successful relationship, resulting in a substantial amount of gains, particularly in Public Works. **Medley Moved to adopt Resolution No. 1505, authorizing the City Manager to amend the professional service agreement with NW GIS Consulting, LLC to provide on call GIS support services through December 31, 2018; seconded by Wittner.** George invited councilmember comment; George commented on this vital work and thanked staff for these efforts. George invited public comment; none was provided. **The Motion Carried Unanimously.**

J. Resolution: Murraysmith Professional Services Agreement

Public Works Director Wakefield briefed the Council on the proposed amendment to the Murraysmith professional services agreement for on call engineering services for water and sewer type projects. Wakefield recommended approval. **Medley Moved to adopt Resolution No. 1506, authorizing the City Manager to execute a second amendment to the Professional Services Agreement with Murraysmith for providing on call engineering services for water and sewer type projects as needed; seconded by Reynolds.** George invited councilmember comment; Viafore inquired on the rate increase. Wakefield stated that the agreement does not have a contract amount as the work will be authorized by task order for each task, and indicated that rates will increase 3-5% since the last amendment. George invited public comment; none was provided. **The Motion Carried Unanimously.**

K. Resolution: KPG, P.S. Professional Services Agreement

Wakefield briefed the Council on the proposed amendment to the KPG, P.S. professional services agreement for on call engineering services for transportation type projects. Wakefield recommended approval. **Medley Moved to adopt Resolution No. 1507, authorizing the City Manager to execute a second amendment to the Professional Services Agreement with KPG, P.S. for providing on call engineering services for transportation type projects as needed; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

L. Resolution: APEX Professional Services Agreement

Wakefield briefed the Council on the proposed amendment to the APEX Engineering professional services agreement for on call engineering services for surveying and mapping type projects. Wakefield recommended approval. **Medley Moved to adopt Resolution No. 1508, authorizing the City Manager to execute a second amendment to the Professional Services Agreement with Apex Engineering LLC for providing on call engineering services for surveying and mapping type projects as needed; seconded by Waltier.**

George invited councilmember comment; none were provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

M. Resolution: Copy Machine 2018 Lease Agreement

Corcoran briefed the Council on the copier machine 2018 sixty-month lease and maintenance agreement and recommended adoption. Reynolds **Moved** to adopt Resolution No. 1509, authorizing the City Manager to execute a sixty month lease and maintenance agreement with Copiers Northwest to provide copiers and maintenance agreements for City Hall, Court, Parks and Recreation, and Public Works; seconded by Wittner. George invited councilmember comment; Surina indicated he would be voting against this item as there would be a savings under the purchase option. George invited public comment; none was provided. **The Motion Carried 5-2 with Surina and Medley casting the dissenting votes.**

N. Ordinance: Weathervane Waterline Replacement Project Emergency

Reynolds **Moved** to adopt Ordinance No. 1610, declaring an emergency relating to the repair and replacement of the water main located along Weathervane Avenue between 44th Street and Weathervane Court and waiving the public bidding requirements of RCW 39.04.280 to perform the water main relocation work; seconded by Reynolds. Corcoran stated that even though the Auditor's office requires a resolution, in order to be in compliance with Fircrest City Council Rules of Procedures Rule 22F, which requires that affirmative vote of at least a majority of the whole Council plus one (5 Councilmembers) is required for the passage of public emergency ordinances (which take effect immediately), the Council is being asked to adopt an ordinance and approve by a supermajority. George invited councilmember comment; none was provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

CITY MANAGER COMMENTS

- McDonald stated that he will be meeting with the new City Manager next week to brief him on the Community Center and Pool project and the next steps for interviewing the RFQ responses submitted by qualified firms.
- McDonald thanked the Council for the opportunity to serve as Interim City Manager and stated he enjoyed working with Council and staff.
- McDonald requested consent from Council to close all City facilities on December 15, 2017 from 11:30 A.M. to 1:30 P.M. for the employee wellness luncheon. **Viafore MOVED to close all City facilities on December 15, 2017 from 11:30 A.M. to 1:30 P.M. for the employee wellness luncheon; seconded by Waltier.** George invited councilmember comment; none was provided. George invited public comment; none was provided. **The Motion Carried Unanimously.**

DEPARTMENT HEAD COMMENTS

- Cheesman thanked Council for allowing staff to get together for the upcoming wellness luncheon. Cheesman stated that the Fircrest Police Department is hosting an Earthquake Preparedness presentation with Pierce County Emergency Management with refreshments provided by Fircrest Kiwanis and is scheduled for November 30, 2017 from 6:30 P.M. to 8:00 P.M. at the Fircrest Recreation Center. Cheesman stated that he is coordinating efforts with Parks and Recreation Director Jeff Grover for the December 3, 2017 Tree

Lighting Ceremony and is planning on picking up the holiday sleigh for the event. Cheesman thanked McDonald for his service and efforts.

- Grover provided a brief update on the pool repair investigation, and briefed the Council on the entertainment scheduled for after the Tree Lighting Ceremony.
- Wakefield provided a brief update on the Weathervane Waterline Replacement project, stating that is underway and expected to be completed soon. Wakefield indicated that the residents have been informed throughout the duration of the project with the assistance of a local resident.

COUNCILMEMBER COMMENTS

The Council thanked McDonald for his service to the City and stated it was a pleasure working with him on the City Manager recruitment efforts. Additional councilmember comments included:

- Waltier commented on listing the upcoming Earthquake Preparedness on the City website.
- Surina noted the number of those in attendance who have served as Mayor of Fircrest.
- Reynolds thanked the Council for allowing her to serve as Mayor Pro Tempore for the remainder of the unexpired term.
- Viafore thanked the Council for the appointment to Position #1 and thanked all the City Managers who were involved in development of the 2018 Budget. Viafore noted the presence of former Fircrest Mayor and Planning Commission Vice-Chair Kathy L. McVay in the audience. Viafore congratulated Mayor Pro Tempore for her appointment. Viafore noted that there are several street lights outages and asked Cheesman and his patrol to coordinate with Public Works. Viafore sent out his condolences of the death of the niece of former Fircrest Mayor Armand Yapachino.
- George requested Council take action on canceling the December 18, 2017 Council study session and adjust the beginning meeting time of the December 26, 2017 regular Council meeting from 7:00 P.M. to 4:30 P.M. **Viafore MOVED to cancel the December 18, 2017 Council study session; seconded by Medley.** George invited councilmember comment; none was provided. George invited public comment; none was provided. **The Motion Carried Unanimously.** The City Clerk referenced F.M.C. 2.12.010 Date and Time of Meetings, which states *“The City Council shall hold regular meetings on the second and fourth Tuesdays of each month of each calendar year, beginning at 7:00 p.m. unless otherwise determined by the City Council. The council may cancel one regular meeting during any month by adoption of a resolution to such effect at least 10 days in advance of the meeting to be canceled.”* The Council requested that a resolution adjusting the December 26, 2017 regular Council meeting beginning time to 4:30 P.M. be prepared for Council consideration during the December 12, 2017 regular Council meeting. George inquired if the Fircrest police officers are properly equipped with cell phones per comments listed on a social media forum site. Cheesman stated that the officers have been equipped with new laptops and are satisfied with the new flip phones that are assigned to them.

November 28, 2017

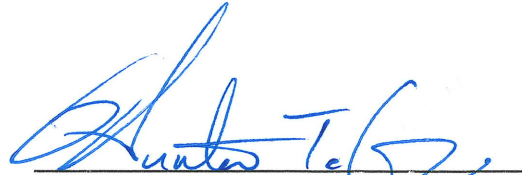
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EXECUTIVE SESSION

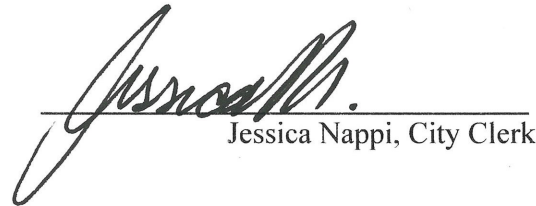
There was none.

ADJOURNMENT

Reynolds Moved to adjourn the meeting at 8:35 P.M., seconded by Waltier. The Motion Carried Unanimously.



Hunter T. George, Mayor



Jessica Nappi, City Clerk