

**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, David M. Viafore, Brett Wittner, Blake Surina, Denny Waltier, and Jamie Nixon were present.

**PRESIDING OFFICER’S REPORT**

**A. Community Center and Pool Update**

Pingel reported that he and Parks and Recreation Director Grover met with ARC Architects the previous week to discuss the project schedule, set expectations, and finalize the tentative schedule. Pingel stated that the first meeting of the Fircrest Pool, Community Center and Parks Steering Committee is tentatively scheduled to meet on April 18, 2018. Pingel indicated he reached out to the Edwards Foundation regarding the community center and pool project. George reported that the Names Family Foundation updated its grant deadline and indicated submitting an application during the 2018 cycle would be ideal in order to prepare for an August 2019 bond ballot measure. George requested a consensus on finalizing a date for a Council retreat; the general consensus was June 18, 2018. George indicated the retreat would include setting goals that would influence the budget and mission and vision values. Pingel stated that once the date was confirmed, retreat items and whether to utilize a facilitator would be discussed and finalized.

**CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

George invited public comment. The following individual provided comment:

- Yolonda Brooks, 6448 19th Street W., commented on Sound Transit, City of Tacoma, and Tacoma Community College (TCC) transportation projects on 19<sup>th</sup> Street and the lack of public outreach informing residents of these impacts, and provided her phone number to be included in those conversations. George updated Ms. Brooks on the status of these projects and indicated that the City would promote citizen engagement once information became available. Viafore stated that Sound Transit was planning for a committee for planning and community outreach. Reynolds indicated that she met with Sound Transit monthly and would ask for a status update.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks and Recreation**

Wittner reported on the hiring progress of the Community Event Specialist position with a potential start date of late April/early May. Wittner indicated the pool would undergo testing the following week and that the lifeguard chair was recently repainted. Wittner commented on the Fish and Fun event and that the Easter Egg Hunt community event was coming up. Wittner indicated that the Tahoma Audubon Society was hosting a nature-themed poetry reading at Thelma Gilmur Park on April 8, 2018. Wittner reported that a use agreement was in the works with the Soccer Club and that Pierce County Conservation provided over 260 volunteer hours of cleanup and removing invasive species at Thelma Gilmur Park and Whittier Park.

**B. Pierce County Regional Council**

Reynolds reported that the Pierce County Regional Council met on March 15, 2018 and requested the Council provide input on whether to change the PCRC's 2018 Call for Projects allocated 10% of the regional funds for non-motorized projects (transit). After a brief discussion, there was a general consensus to relay to PCRC that Council preferred to maintain the 10% set aside. Reynolds reported that Fircrest was invited to join the South Sound Alliance and by doing so, the City would have access to data and reporting. George added the value in joining would be the development of a data-driven urban profile for the City of Fircrest and participation in the leadership regional council consisting of Pierce and South King County cities and towns. Reynolds reported that PCRC also discussed Homeless in Pierce County and the amended bylaws of the Zoo and Trek Authority.

**C. Public Safety, Court**

Viafore reported that Court revenues continued to come in higher than expected due to increased enforcement, collection of fines, and passport services. Viafore indicated the City issued a Request for Proposals to invite prospective collection agencies and commented that it would go before Council in May 2018. Viafore commended the Chief's presentation on the 2017 statistics and reported that the new police vehicles were in service, and that the Police Department was looking into the idea of trading the police Harley Davidson motorcycle for a Honda motorcycle and that the Chief would be representing the Department in the upcoming Easter Egg Hunt.

**D. Street, Water, Sewer, and Storm Drain**

Surina reported that the traffic signal projects were completed and that the Ramsdell Water Main project was progressing. Surina commended staff on their grant efforts as it related to public utilities, and reported that staff was working on obtaining a cost estimate for the High Tank mural. Surina indicated staff was working on the hookups and tie-ins into the City's system in the annexation area, and that several of the street trees under warranty along Emerson Street were being replaced. Surina stated that KPG was working on a stormwater management plan to update permit requirements. Public Works Director Wakefield indicated staff intended to get the High Tank project out to bid in May 2018 and estimated a completion date by September weather dependent.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 210973 through Voucher Check No. 211044 in the amount of \$134,557.09; approval of Payroll Check No. 13100 through Voucher Check No. 13105 in the amount of \$96,959.50; approval of the February 27, 2018 regular Council meeting minutes; and approval of the March 13, 2018 regular Council meeting minutes. **Surina MOVED to approve the Consent Calendar as read; seconded by Wittner. The Motion Carried (7-0).**

**PUBLIC HEARING**

No public hearing was scheduled.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Pierce County Transit Board Elections: Ballot Nomination**

Pingel briefed the Council on a request by Pierce Transit to consider the nomination of Nancy Henderson of the City of Steilacoom to serve on the Pierce Transit Board for a three-year term commencing May 1, 2018 and expiring April 30, 2021. **Wittner MOVED to cast the City of Fircrest’s vote for Councilmember Nancy Henderson of the City of Steilacoom to serve a three-year term on the Pierce Transit Board representing the cities of Auburn, Fircrest, Gig Harbor, Pacific, Ruston and Steilacoom, with a term beginning May 1, 2018 and ending April 30, 2021; seconded by Reynolds.** George invited councilmember comment; Surina and Wittner commented on Henderson’s suitability for the position. Waltier recommended sharing the City’s concern’s to Henderson regarding the Tacoma Link Extension to Tacoma Community College. George recommended requesting Henderson to brief the Council annually. George invited public comment; none were provided. **The Motion Carried (7-0).**

**B. Drake Street Lift Station Project Contract Award**

Wakefield briefed the Council on the recommendation to award the contract for the Drake Street Lift Station Project to Pape & Sons Construction, Inc. for a total project cost of \$404,981.50 plus a contingency amount of \$10,000.00 for a total amount of \$414,981.50. **Waltier MOVED to authorize the City Manager to award the contract for the Drake Street Lift Station Project to Pape & Sons Construction, Inc. for \$404,981.50 plus a contingency amount of \$10,000.00 for a total of \$414,981.50 to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project; seconded by Wittner.** George invited councilmember comment; Viafore inquired on the life expectancy of the station; Wakefield indicated 15-20 years for the mechanical system and 100 years for the actual station. Viafore inquired whether this project required State coordination; Wakefield indicated the scope of work was within the City boundaries. George invited public comment; none were provided. **The Motion Carried (7-0).**

**C. Resolution: Fircrest Pool, Community Center and Parks Steering Committee**

Pingel briefed the Council on the proposed resolution to establish the Fircrest Pool, Community Center and Parks Steering Committee. Pingel indicated that the Charter would include the addition of the three councilmembers to the membership of the Steering Committee. **Wittner MOVED to adopt Resolution No. 1527, establishing the Fircrest Pool, Community Center and Parks Steering Committee; seconded by Nixon.** George invited councilmember comment; Reynolds, Viafore, and George commented on the Steering Committee charter, which included grammatical edits, expanding the membership list to residents and taxpayers, and including language to reflect the Steering Committee openness to the community and to demonstrate the intent to encourage community engagement and participation. George invited public comment; none were provided. **The Motion Carried (7-0).** **George MOVED to nominate Councilmembers Wittner, Reynolds, and Surina to be members of the Steering Committee and Councilmember Nixon to serve as the alternate; seconded by Wittner.** George invited public comment; none were provided. **The Motion Carried (7-0).**

**CITY MANAGER COMMENTS**

Pingel reported that the management team, consisting of the department heads, meet weekly and thanked them for their participation and feedback.

**DEPARTMENT HEAD COMMENTS**

- Parks and Recreation Director Grover reported that the City was coordinating with Metro Parks and Pierce County to participate in Parks Appreciation Day at Whittier Park on April 21, 2018.
- Public Works Director Wakefield provided an update on the Ramsdell Water Main project, stating it was approximately a week ahead of schedule and within the contract amount. Wakefield indicated that staff was working on a grant application for the Alameda Avenue from Regence Boulevard to Spring Street project to bring the road to original grade, and restore the curb on the resident side and curb gutter, sidewalk, and planter strip as well as provide a shared bike lane per the City’s adopted streetscape standards.
- Police Chief Cheesman thanked the City Manager for the weekly management meetings, and indicated that reimbursement for the broken television at the Recreation Center was received. Cheesman stated that due to a State grant, the Department would be participating in distracted driving emphasis from April 2-14, 2018.

**COUNCILMEMBER COMMENTS**

- Viafore requested the City Manager submit a letter to Sound Transit regarding the Council’s concern over the lack of outreach for the Tacoma Link Extension to Tacoma Community College project. Viafore requested a discussion on summer water rates; after a brief discussion, Pingel indicated staff would prepare in-house analysis in context of the budget, capital projects, and meeting State conservation requirements for the April 2018 Council study session.
- Waltier thanked the audience for their attendance and commented on the City’s passport services.
- Surina indicated there would be fire fighter testing at his exercise center and commented on the sidewalk stamp on Ramsdell Street near Pasadena Avenue as the only sidewalk stamp that bore the “Tacoma Land Company.”
- George commented on the City’s passport services revenue opportunity and recommended the City do a paid Facebook post. George commented on the recruitment efforts for the Planning Commission and area recognition of the Fircrest Tot Lot.

**EXECUTIVE SESSION**

At 8:18 P.M., George reported that Council would take a five-minute recess and convene into Executive Session, not to exceed the hour of 8:55 P.M., to discuss the performance of a public employee pursuant to RCW 42.30.110.

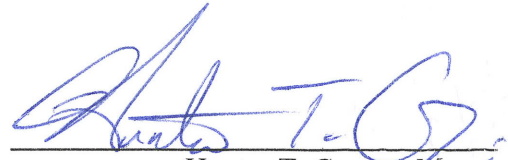
The Council reconvened into regular session at 8:53 P.M.

March 27, 2018

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**ADJOURNMENT**

**Waltier MOVED to adjourn the meeting at 8:53 P.M., seconded by Wittner. The Motion Carried (6-0) – Reynolds not present.**

  
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Hunter T. George, Mayor

  
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Jessica Nappi, City Clerk

## ***Fircrest Pool, Community Center and Parks Steering Committee Charter***

**Project Name: Fircrest Pool, Community Center, and Parks Steering Committee**

**Prepared By: City of Fircrest**

**Date: 3-27-18**

### **A Purpose of the Steering Committee**

#### **Primary Functions**

The primary function of the Fircrest Pool, Community Center, and Parks Steering Committee is to guide the project scope and design, help make the business case for the projects, and help with public education. The Steering Committee will monitor and review project status, as well as provide oversight of the deliverables.

The Steering Committee provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. Members of the Steering Committee ensure business objectives are being adequately addressed and the projects remain under control. In practice, these responsibilities are carried out by performing the following functions:

- Monitoring and review of the projects at regular Steering Committee meetings;
- Providing assistance to the projects when required;
- Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the requirements of the City Council and any key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach; and
- Presentation of project deliverables to the City Council to take official action.

#### **Recommendation/Advisory Responsibilities**

The Steering Committee is responsible for providing recommendations for City Council approval as well as advising the City Council on the project generally. These responsibilities may include:

- Prioritization of project objectives and outcomes;
- Vetting deliverables as identified in the project scope;
- Budget, ensuring that effort, expenditures and changes are appropriate to stakeholder expectations; and
- Bring necessary recommendations for the project to the City Council for official action.

**B Steering Committee**

**Membership**

The Steering Committee may consist of, but will not be limited to, the following stakeholder members and roles:

Name/Stakeholder Group	Role
Brett Wittner, Fircrest City Council	Committee Chair
Scott Pingel, City of Fircrest	Project Supervisor
Jeff Grover, City of Fircrest	Project Manager
Soccer Club	Member
Swim Team	Member
Swim Lesson Participants	Member
Tennis Players	Member
Men's Baseball Players	Member
Men's Basketball Players	Member
Immediate Neighbors	Member
Youth Coaches	Member
Senior Card Players	Member
Table Tennis Players	Member
Open Gym Players	Member
After School Youth	Member
Tot Lot/Toddler Gym Parents	Member
Instructors	Member
Resident Facility Renters	Member
Kiwanis	Member
Rotary	Member
	Resident
	Resident
	Resident
	Resident
	Resident
	Resident

There will be no limit to the number of resident members that may be appointed to the Committee. Additional Committee members will be identified by the Mayor and City Council. City of Fircrest staff (Project Supervisor and Project Manager) will provide staff support and guidance to the Committee.

### **Role of a Steering Committee member**

It is intended that the Steering Committee leverage the experiences, expertise, and insight of key individuals at organizations that have a stake in the operations and programming of the Fircrest Pool, Community Center and Parks. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the projects for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued; and
- Have a broad understanding of project management issues and approach being adopted.

In practice, this means they:

- Review the status of the projects;
- Ensure the projects' outputs meet the requirements of the key stakeholders and City Council;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the projects' outputs;
- Consider ideas and issues raised;
- Foster positive communication outside of the Team regarding the projects' progress and outcomes; and
- Report on project progress to the City Council and Fircrest residents.

## **C Steering Committee Meetings**

### **Meeting Schedule and Process**

The Committee will meet monthly or as required to keep track of issues and the progress of the project.

The Committee Chair facilitates the Steering Committee meetings. The Committee will follow modified Roberts Rules of Order in the conduct of meetings, motions, discussion, and voting.

The Committee may make decisions regarding the need for additional committee organization such as a Vice Chair to facilitate meetings in the absence of the Committee Chair, or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and public.