

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 David M. Viafore, Shannon Reynolds, Brett Wittner, and Blake Surina were present. Councilmembers Denny Waltier and Jamie Nixon were absent and excused.

PRESIDING OFFICER'S REPORT

George invited Planning and Building Administrator Stahlnecker to introduce the new Permit Technician, Jayne Westman. Westman provided a brief background about herself, and the Council welcomed Westman. George presented a Certificate of Appreciation recognizing Arnie Michaelson's for three years of volunteer service on the Planning Commission. George indicated Michaelson submitted his resignation due to moving outside of the city limits. Stahlnecker indicated an invitation was extended to Michaelson, however he was unavailable to attend the Council meeting due to a prior commitment; Stahlnecker stated that Michaelson appreciated the recognition and thanked the Council for the opportunity to serve. George and Stahlnecker stated that there would be two openings on the Planning Commission as Kenneth Halgren had opted not to renew his term and that the Council would be recognizing Halgren this summer. George indicated the City would be accepting letters of interest until May 15th and would be reviewing applicants soon after.

A. Community Center and Pool Update

Parks and Recreation Director Grover provided an update on the pool leak and repair, stating staff would be replacing the one-way valves and recaulking the seals. Grover indicated the Firecrest Pool, Community Center and Parks Steering Committee was scheduled its second meeting on May 9, 2018 at the Community Center to discuss plans and prepare for the May 29, 2018 public meeting. There was a brief discussion on identifying and eliminating potential sources behind the leak; Grover indicated staff had eliminated all of the fixtures above the deep-end drains and the liner through dye testing. Grover stated that ARC was working the format of the May 29th public meeting as well as working on a media plan to notify residents of the public meeting. Grover indicated a postcard would be mailed out to residents at least one week ahead of the meeting, and would utilize the City's reader board, Facebook, website, and flyers to notify residents of the public meeting. Due to the potential presence of a quorum of councilmembers at the May 29, 2018 public meeting, **Viafore MOVED to set a special meeting of the City Council for the sole purpose of community center and pool community meeting on Tuesday, May 29, 2018 at 6:00 P.M.; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (5-0).**

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment. The following individuals provided comment:

- Jennifer Johnson, 908 Daniels Drive, commented on her family's concern regarding pedestrian safety on crossing Alameda Avenue to Whittier Elementary School, the ambiguity of crossing areas and unmarked zones, and questioned why appropriate zones have not been established.
- Jennifer Shortencarrier, 1218 West Mount Drive, commented on her family's concern regarding speeding and pedestrian safety on Alameda Avenue crossings, the ambiguity of crossing areas and unmarked zones, and recommended incorporating safety measures including visible signage and flashing crosswalk signs. Shortencarrier further added her concerns on regarding the crosswalks and pedestrian safety on West Mount Drive and

Emerson Street and Electron Way near the community center. Wittner commented on his experience with crossing Electron Way and requested more information about that crosswalk and how to encourage vehicles to stop for pedestrian crossing. There was a brief discussion on the background of the Electron Way crosswalk and researching options to enhance safety and accessibility.

- Yolonda Brooks, 6448 19th Street W #B, commented on traffic related to Wainwright Intermedia School and the proposed Chik-fil-A.
- Ross Johnson, 908 Daniels Drive, commented on the lack of volunteers to serve as crossing guards at Whittier Elementary School and exploring a multi-layered, multi-phased approach to address the pedestrian safety concerns.

Staff briefed the Council on staff's observation of traffic affecting pedestrian safety around school zones, the efforts the Police Department are undertaking to enforce speed limits in school zones, and the coordination efforts between the City and the school district. There was a brief discussion on researching costs and available grants and funding sources for flashing beacons and signage; staff indicated they could provide Council with the requested information.

George inquired if the comment period for Chik-fil-A was open; Stahlnecker indicated there were two opportunities for the public to comment on the Chik-fil-A, including a public hearing soon to be scheduled. Stahlnecker provided a brief background on the procedures of the preliminary site plan review and an accessory use permit and the roles of the Planning Commission and City Council. Stahlnecker indicated that because this application is quasi-judicial, both the Planning Commission and City Council could not discuss the application outside of the official proceedings.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

George indicated Waltier was not present and they did not meet with Pingel the previous week as Pingel was at a conference and as such, no report was provided.

B. Environmental, Planning and Building

Reynolds indicated two Planning and Building related public hearings would occur during the meeting.

C. Finance, IT, Facilities

Due to Nixon's absence, no report was provided.

Reynolds requested to provide information on recent Economic Development Board meeting, and briefed the Council of the Board's meeting, which included information on aviation, freight, and related job opportunities as well as cross laminated timber efforts.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211174 through Voucher Check No. 211224 in the amount of \$170,607.75; approval of Payroll Check No. 13136 through Voucher Check No. 13141 in the amount of \$99,844.71; approval of Payroll Check No. 13142 through Payroll Check No. 13145 in the amount of \$6,250.11; approval of Payroll Check No. 13146 through Payroll Check No. 13151 in the amount of \$88,993.52; and approval of the April 16, 2018 Council special meeting minutes; approval of the March 27, 2018

regular Council meeting minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Wittner. The Motion Carried (5-0).**

PUBLIC HEARING

A. Amendments to F.M.C. Sections 22.07.004 and .005, related to Type II-A Public Notices

At 7:39 P.M., George opened the public hearing. Stahlnecker briefed the Council on the proposed to amendments to Fircrest Municipal Code 22.07.004 and .005, related to Type II-A Public Notices, which would increase the minimum distance of public notice for commercial projects to 300 feet from 100 feet and increase the minimum comment period from 10 days to 14 days calendar days. George invited public testimony; none were provided. George invited councilmember comment; none were provided. At 7:43 P.M., George closed the public hearing.

B. Amendments to F.M.C. Section 22.58, related to Accessory Building Setbacks

At 7:44 P.M., George opening the public hearing. Stahlnecker briefed the Council on the proposed to amendments to Fircrest Municipal Code 22.58.003, Accessory Buildings as it relates to rear and side setbacks, which would reduce the minimum “rear yard” setback of a through-lot to five feet if no building permit required, reduce the minimum setback for side street side yard to five feet if no building permit required, and increase the interior side yard setback and rear yard setback from three feet to five feet. George invited councilmember comment; Viafore asked for clarification of current setback comparisons. Surina inquired how common the 3-foot setback was in the City; Stahlnecker indicated it was common and as detached garages were being built to the 3-foot mark, the recommendations address concerns over fire separation, storm run-off separation, and privacy between properties. George invited public testimony; Yolonda Brooks, 6448 19th Street W, inquired if there was a limit to the number of accessory building units per property, and commented on her support for the proposed amendments. Stahlnecker indicated there was a maximum lot coverage allowable. George invited councilmember comment; none additional were provided. At 7:51 P.M., George closed the public hearing.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. 1st Quarter 2018 Financial Review

Financial Director Corcoran briefed the Council on the first quarter review of the 2018 financial report, which updates on revenues and expenditures. Corcoran indicated General Fund revenues for the first quarter of 2018 were close to anticipated. Corcoran stated the total General Fund revenue was only at 17.9% of budget due to the property tax not being received by the City until May 2018. Corcoran briefed the Council on General Fund expenditures, stating that by the end of the first quarter, the City should be at 25% or less in expenditures of the total General Fund budget. Corcoran provided a comparison of Operating revenue to expenditures, indicating operating revenue was \$314,580 less than expenditures and when including capital and non-revenues and expenditures the ending fund balance at the end of the first quarter decreased by \$327,394 due to the property tax not being received this quarter. George invited councilmember comment; George commended staff.

B. Purchasing Card Policy

Corcoran briefed the Council on the proposed resolution that would establish a purchasing card policy for the City of Firecrest. Corcoran indicated the City has one credit card in the City Manager's name that could be checked out from the Finance Department, which causes a few issues as the City Manager may not be available to sign a purchase order or the vendors may not accept the card because it is in the City Manager's name. Corcoran indicated the purchasing card policy would allow for four purchasing cards, held at each building, and would still be required to be signed in and out as outlined in the purchasing card procedures. Corcoran stated the credit card policy and procedures would remain in place. **Reynolds MOVED to adopt Resolution No. 1530, establishing a purchasing card policy for the City of Firecrest; seconded by Wittner.** George invited councilmember comment; Wittner inquired whose names would be listed on the purchasing cards. Corcoran indicated the name of the department would be listed in lieu of an employee name, and a brief discussion followed regarding the challenges of listing an individual's name on a department card. Viafore inquired if this proposal was for credit cards or purchasing cards; Corcoran indicated they would be purchasing cards issued through the State contract. Viafore provided his concerns regarding the credit limit for the City purchasing cards being determined by the City Manager as outlined in the Purchasing Card Policy, stating that policy should be determined by Council. Viafore requested consistency of terms within the documents to ensure "purchasing card" was being used instead of "credit card". Viafore requested the City Manager to submit a fair limit; Pingel indicated \$5,000. George commented on his experience with an employee issued card through his employment, and stated the Council should leave setting an appropriate limit to the discretion of the City Manager, that there were procedures to protect the City in place and the Council could step in to take action should problems arise. Surina inquired about the City's history of making late payments and the interest rate; Corcoran indicated staff was very diligent in ensuring proper usage of the City credit card and referred to the Purchasing Card User Agreement for employees and the checks and balances in place. Corcoran indicated staff did not anticipate raising the \$5,000 limit per card and that staff could inform Council if there was a need to raise the limit, and indicated she had not received the interest rate yet since staff had not applied for the cards. Surina inquired if using a debit card would be feasible; Corcoran indicated prepayments were not permitted and Pingel added debit cards would provide vendors with direct access to the City's General Fund and also circumvent the voucher program. George commented if the purchasing cards would include a rebate program; Corcoran indicated the rebate program through the purchasing cards would be treated similarly as the credit card's program where the rebates would go towards the City's wellness program as the purchasing cards would replace the credit card. Reynolds inquired about the use of the cards and budgeted items; Corcoran indicated if a budget adjustment was needed for a purchase, the Council would be informed prior to the purchase per the City's purchasing policy. Reynolds recommended adding a notification period to the policy requiring the Council be notified if the limit changed. After a brief discussion regarding management trust concerns, clarification of the recommended notification period, and Council declaring for the record for staff to correct the Purchasing Card Policy Scribner's errors, **Reynolds MOVED to amend the motion to add an amendment to section 4D of the Purchasing Card Policy to include requiring a 14 days' notice to the City Council before changing the purchasing card limit; seconded by Viafore.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (5-0).** Viafore inquired how the Purchasing Card Policy, Procedures, and User Agreement compare to the City's credit card policy and procedures; Corcoran indicated they were almost identical and that the purchasing card procedures included another level of security with procedures on how to check out the

cards and reconcile purchase transactions at the department level. George invited councilmember comment on the motion on the table to adopt Resolution No. 1530, establishing a purchasing card policy for the City of Fircrest as amended; none were provided. George invited public comment; none were provided. **The Motion Carried (5-0).**

C. Ramsdell Water Main Replacement Project Close-Out

Public Works Director Wakefield briefed the Council on the Ramsdell Water Main Replacement project close-out change order, stating that the changes encountered on the project were primarily due to the existing asphalt thickness and poor soil conditions and subsequent cost savings. Wakefield indicated as a result in the changes, the contract amount was reduced by \$9,139.89 and the overall project came under budget, without the use of the contingency allowance. Wakefield indicated the final change order of \$412,039.11 and the original bid was for \$421,179.00 with an additional \$20,000 contingency allowance. Wakefield stated the project was completed and recommended acceptance of the project. **Wittner MOVED to approve Close-Out Change Order to Pape & Sons Construction, Inc. for the Ramsdell Water Main project for the total contact price of \$412,039.11 including tax and acceptance of the project; seconded by Reynolds.** George invited councilmember comment; Surina inquired about the original project and bid amount. Wakefield indicated that the original project budget amount was \$380,000 and provided a briefing of the areas of the project where there were cost savings in the base and alternate bids. Wakefield indicated there should be adequate funding for the High Tank painting project. Surina and George commended Wakefield and his staff for their work. George invited public comment; none were provided. **The Motion Carried (5-0).**

D. Tennis Court Contract Award

Grover briefed the Council on the bids to resurface all three Whittier Park tennis courts, stating that Combined Construction submitted the low bid at \$29,575.00, which was below the \$35,000 budgeted amount. Grover indicated that the tennis courts have been closed since fall of 2017, and that they were last resurfaced around twenty years ago and have outlived their lifespan by many years. Pingel stated that the bid amount did not include sales tax, and with sales tax, the total project cost would be \$32,503. **Wittner MOVED to adopt Resolution No. 1531, authorizing the City Manager to execute an agreement between Combined Construction, Inc. and the City of Fircrest for the resurfacing of the Whittier Park Tennis Courts; seconded by Reynolds.** George invited councilmember comment; Wittner asked for clarification of the project scope. Grover indicated provided a description of the work expected as it related to surface preparation, crack repairs, and court resurfacing. Grover indicated slight resurfacing would need to be done in approximately ten years and recommended a maintenance plan. Wittner inquired the court color; Grover indicated he would maintain the green color. Surina commented on the net posts and nets; Grover indicated he anticipated purchasing three new nets and would assess the net posts with the contractor. Viafore inquired if this project would be eligible for the parks bond reimbursement resolution; Pingel indicated it would depend on the scope of the resolution and that the resolution would have to be written appropriately if the Council preferred to include this kind of project. George inquired about the condition of the Fircrest Park tennis courts; Grover indicated the courts were in need of some work but were not a safety or a playability hazard, and would be obtaining a quote this year for repairs. George invited public comment; none were provided. **The Motion Carried (5-0).**

CITY MANAGER COMMENTS**A. High Water Tank Painting/Mural**

Pingel briefed the Council on the idea of including a mural on the High Water Tank as part of the tank painting project and inquired if there was interest from Council for staff to provide more information about the project to a Council study session. Pingel indicated the project with a mural could be done within budget. Surina and Wittner expressed interest. Reynolds inquired on the budgeted amount; Pingel indicated \$150,000 was budgeted for the High Tank painting and engineering, however staff received an estimate of \$67,000 to \$75,000 to paint the High Tank, \$10,000 to \$15,000 for engineering, and \$27,300 for the mural. Pingel indicated that due to the Ramsdell Water Main Replacement project cost savings and a lower cost on the High Tank painting project, the City could consider a mural within the budget. Reynolds stated that \$27,300 was a lot of money for a mural and did not see the value added for the City to recoup. Reynolds indicated she would like to obtain more information. Viafore stated his opposition to the mural addition to the project due to some constituents concerns regarding water rates and did not see the return on investment or benefits to residents. George indicated the idea for a mural came at the request of a Fircrest resident who provided research and examples from other cities. George stated it would be a community pride idea and an opportunity for the City to market itself, and requested more information for the Council to consider.

Pingel briefed the Council on the Council workshop, stating it would likely cost the City approximately \$2,000 or less. Pingel indicated he would be reaching out to the City of University Place to identify who they used for their recent city council retreat. Pingel indicated June 18, 2018 had been discussed but not set. Surina and Wittner indicated they would be available. Reynolds indicated she would be available after 4:00 P.M. and requested more information about costs. Pingel indicated the cost would depend on what the City desired of the facilitator and the top end would be \$2,000. George stated his support of the workshop. George requested staff return with the workshop location at the next regular Council meeting to set the special meeting. Viafore noted that if the Council sets a meeting at a different location than City Hall, the special meeting must be set via resolution.

Pingel spoke of the Labor Relations Conference he recently attended and found the bargaining workshops to be very helpful.

DEPARTMENT HEAD COMMENTS

- Wakefield indicated AT&T, a renter of space at the High Water Tank, provided the City notice that they would be doing repair work on their facility on-site during a night during the week or next. Wakefield he would coordinate with the Police Department. Viafore inquired if this work met the City of Tacoma's construction requirements; Wakefield indicated the repairs would not be considered construction as they would be replacing equipment within their facility. Viafore recommended staff issue a letter to AT&T thanking them for the notice and to advise them to obtain any necessary permits required to do their work. Wakefield indicated he would notify the City of Tacoma that they would be accessing the site to do repair work.
- Police Chief Cheesman reported that the Department would be participating in the annual seat belt enforcement campaign from May 14-June 3, 2018 owing to a Washington Traffic Safety Commission grant. Reynolds inquired on the status for grants to incentivize children to wear bicycle helmets; Cheesman indicated the City had in the past obtain grants from the Washington State Safe Kids Coalition and was anticipating notification of the when the

grant would be available. Wittner indicated May 9, 2018 would be the Walk and Roll to School for Wainwright students and requested police presence to ensure safety; Cheesman indicated there would be a police presence.

- Grover stated the Mother Son Dance would be held on May 11, 2018 and indicated a photographer would be present as well as Bliss Small Batch Creamery.
- Stahlnecker stated she attended the May 2-4, 2018 Planning Association of Washington Annual Conference and commented on paperless initiatives, public engagement, and trees program items. Stahlnecker indicated a University of Washington student who is interested in planning and government would be job shadowing this summer.

COUNCILMEMBER COMMENTS

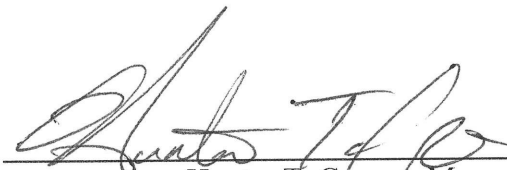
- Viafore commended the ARC staff who prepared the summary minutes of the Fircrest Pool, Community Center, and Parks Steering Committee April 18, 2018 meeting and commented on a correction listing Wittner as the City Manager.
- Reynolds commented on her disappointment of the dynamics of Council and recommended setting a goal to work as a cohesive unit for the upcoming Council workshop.
- Wittner thanked the public for their attendance and reminded all those present to be mindful of Wainwright Walk and Roll student participants.
- Surina thanked the public for their attendance.
- George commented on his experience with a Fircrest Police Officer patrolling and observing a garage door left open and unattended and closing the garage door to prevent theft. George thanked the public for their attendance and those who commented on the Whittier Elementary School pedestrian concerns. George apologized to Reynolds for losing his patience.

EXECUTIVE SESSION

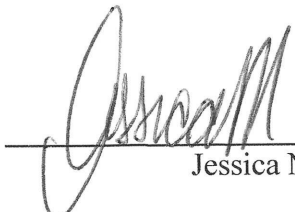
There was none.

ADJOURNMENT

Wittner MOVED to adjourn the meeting at 9:03 P.M., seconded by Reynolds. The Motion Carried (5-0).



Hunter T. George, Mayor



Jessica Nappi, City Clerk