

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Shannon Reynolds called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Brett L. Wittner, Hunter T. George, Nikki Bufford, and Jim Andrews were present. Councilmember Viafore attended the meeting virtually. Councilmember Karen Mauer-Smith was absent and excused.

There was a brief discussion on Council Rules of Procedure Rule 7. Attendance, Excused Absences. Mayor Reynolds stated that Councilmember Mauer-Smith requested to be excused due to a family emergency.

PRESIDING OFFICER'S REPORT

There was no report.

CITY MANAGER COMMENTS

A. AWC Business Meeting Voting Delegates

City Manager Masko reported on the Association of Washington Cities (AWC) Annual Business Meeting and stated that each City is allowed up to three (3) voting delegates. She stated that per the Fircrest City Council Rules, the Council would need to designate their voting delegates. City Manager Masko stated that a motion would be required to appoint voting delegates and approve the Councilmember training request.

Councilmember Wittner MOVED to approve Councilmember Bufford and Councilmember Andrews's training attendance requests to attend the 2024 AWC annual conference in Vancouver, Washington, seconded by Councilmember George. Mayor Reynolds invited Councilmember comments. Discussions included City Manager Masko's attendance and the number of authorized representatives. Mayor Reynolds invited public comment; there were none.

The Motion Carried (6-0).

Councilmember George MOVED to appoint Councilmember Bufford, Councilmember Andrews, and City Manager Masko as the City's voting delegates at the 2024 AWC annual business meeting at the 2024 AWC annual conference; seconded by Councilmember Wittner. Mayor Reynolds invited Councilmember comments; there were none. Mayor Reynolds invited public comment; there were none.

The Motion Carried (6-0).

CITY MANAGER COMMENTS

City Manager Masko reported on the Finance Director recruitment and stated that the first review is on June 1, 2024. The recruitment will be advertised on the Washington Finance Officers Association, the City's website, the Association of Washington Cities, and GovernmentJobs.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis reported on National Public Works Week, the Fircrest Parks Maintenance Facility RFP, staffing, Stanford Street and Orchard Avenue intersection improvements and its traffic impacts, and stated that the City was awarded PSRC's bicycle

education and outreach grant. There was a brief discussion on ice cream coupons for bicyclists wearing helmets and the Claremont Street sidewalk issue.

- Police Chief Schaub reported on the Civil Service Police Oral Board, Civil Service Rules update, the upcoming National Night Out event, the radio single system, and training. There was a brief discussion on the removal of a yard sign and the associated police report.
- Parks and Recreation Director Grover reported on the Teen Night event, upcoming summer day camp, and preparations for the pool opening. There was a brief discussion on lifeguard training, Teen Night staffing, and registration.
- Finance Director Corcoran reported on the IT network changeover, the timesheet program, and State Reports. Ms. Corcoran stated that the State Auditor requires one Councilmember to review the report and invited any interested Councilmembers to participate in reviewing the State Report. There was a brief discussion on the timing of the IT network changeover.

COUNCILMEMBER COMMENTS

- Councilmember Viafore requested information on employee reimbursements, regarding to the purchasing policy. There was a brief discussion on the purchasing policy.
- Councilmember Wittner; no comment.
- Councilmember George welcomed former Planning Commissioner Andrew Imholt, and former Planning Commissioner/former Councilmember Jerry Foss. He reported on the Raising Girls program and Pierce Transit's Raudebaugh conference room. The room was named after Marie Raudebaugh, who served on the Fircrest City Council from 1975 to 1988 and was a founding member of Pierce Transit.
- Councilmember Bufford commented on National Police Week.
- Councilmember Andrews commented on National Police Week and Municipal Clerks Week.
- Mayor Reynolds; no comment.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Reynolds invited public comment. The following individual provided comment:

- Vince Navarre, 1205 Del Monte Ave, commented on National Police Week and stated that this month is to memorialize fallen officers.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Councilmember Wittner reported on the records management project and the Centennial Celebration Committee.

B. Built Environment, Planning, and Building

Councilmember George reported that the Planning and Building Department continues to be short-staffed, the Four Corners area, the upcoming middle housing study session, and the Sound South Housing Affordability Partners (SSHA³P) 2025 budget and work plan. Councilmember Viafore expressed concern about the upcoming middle housing study session and having two legislative bodies in the same room. City Manager Masko stated that it was not her desire to have a joint meeting. She stated that the Planning Commissioners were invited as individuals.

C. Finance, Information Technology, and Facilities

There was no report.

D. Other Liaison Reports

Mayor Reynolds reported on Pierce Transit's meeting.

CONSENT CALENDAR

Mayor Reynolds requested the Acting City Clerk read the Consent Calendar:

- A. Approval of Check No. 221191 through 221266 in the amount of \$424,710.88
Approval of Check No. 14363 through 14364 in the amount of \$9,261.48
Approval of Check No. 14365 through 14371 in the amount of \$61,284.93
Approval of payroll electronic funds transfer in the amount of \$161,295.79
- B. Approval of the April 16, 2024, Study Session minutes.
Approval of the April 23, 2024, Regular Meeting minutes.

Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember George.

The Motion Carried (6-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Resolution No. 1903: Approval of Postage Meter Lease Agreement

Finance Director Corcoran briefed the Council on the proposed resolution and highlighted that the agreement would replace the current postage mailing machine with a compliant digital mailing machine. **Councilmember Wittner MOVED to adopt Resolution No. 1903, authorizing the City Manager to execute a sixty-month lease agreement with 1st Class Office Solutions to provide a digital postage meter; seconded by Councilmember Bufford.** Mayor Reynolds invited Councilmember comments. There was a brief comment to utilize the Consent Calendar. Mayor Reynolds invited public comment; there were none.

The Motion Carried (6-0).

B. Resolution No. 1904: Approval of DES Master Contract Usage Agreement

Finance Director Corcoran briefed the Council on the proposed resolution and highlighted that the agreement would provide the City access to the State purchasing contracts for goods and services. **Councilmember Bufford MOVED to adopt Resolution No. 1904, authorizing the City Manager to execute a Master Contract Usage Agreement with the Washington State Department of Enterprise Services for the purpose of purchasing goods and services using the**

State purchasing cooperative contract; seconded by Councilmember Wittner. Mayor Reynolds invited Councilmember comments; there were none. Mayor Reynolds invited public comment; there were none.

The Motion Carried (6-0).

C. Fircrest Parks & Recreation Foundation Year-End Report

Parks and Recreation Director Grover briefed the Council on the Report of Funds Received from the Fircrest Parks and Recreation Foundation for 2022 and 2023. The City received \$7,300 in 2022 and \$6,300 in 2023. Funds were dedicated to volunteer, senior, and youth programming and providing funds to purchase the City's mascot "Murphy."

- Andrew Imholt, 1009 Crestwood Lane, thanked City Manager Masko and Parks and Recreation Director Grover for their support. He stated that the endowment will help support Fircrest Parks and Recreation.

Mayor Reynolds invited Councilmember comments. There was a brief discussion on the Parks and Recreation programming importance and sustainment.

Mayor Reynolds invited public comment; there were none.

D. Ordinance No. 1724: Salary Plan Amendment

City Manager Dawn Masko briefed the Council on the proposed ordinance and stated that the ordinance would increase the Finance Director's salary range to recruit qualified candidates. **Councilmember Bufford MOVED to adopt Ordinance No. 1724, amending Fircrest Municipal Code 2.44.050 relating to salaries of non-union City employees, and amending Section 1 of Ordinance No. 1712; seconded by Councilmember George.** Mayor Reynolds invited Councilmember comments. Councilmember Andrews stated that he would email City Manager Masko his concerns. Mayor Reynolds invited public comment; there were none.

The Motion Carried (5-1), with Councilmember Andrews dissenting.

CALL FOR FINAL COMMENTS

Mayor Reynolds commented on the Council photo.

Councilmember Viafore requested a legal opinion on the advertisement of a joint study session and Planning Commission attendance at the upcoming middle housing study session per the Planning Commission agenda of May 7, 2024

EXECUTIVE SESSION

At 8:04 P.M., Mayor Reynolds reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed fifteen (15) minutes, to discuss potential litigation, pursuant to RCW 42.30.110(1)(i). Mayor Reynolds noted that City Manager Masko, substitute City Attorney Rosenberg, and Parks and Recreation Director Grover were invited to the Executive Session to discuss potential litigation pursuant to RCW 42.30.110 (1)(i).

ADJOURNMENT

MAY 14, 2024

FIRCREST CITY COUNCIL MEETING MINUTES – REGULAR 5

Councilmember Bufford MOVED to adjourn the meeting at 8:24 P.M., seconded by Councilmember Wittner.

The Motion Carried (6-0).

A handwritten signature in blue ink, reading "S. Reynolds", written over a horizontal line.

Shannon Reynolds, Mayor

A handwritten signature in blue ink, reading "Arlette Burkhardt", written over a horizontal line.

Arlette Burkhardt, Acting City Clerk