

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Mayor Pro Tempore Nikki Bufford called the regular meeting to order at 7:02 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Brett L. Wittner, Hunter T. George, and Jim Andrews were present. Mayor Shannon Reynolds joined the meeting at 7:03 P.M. Councilmember Jim Andrews attended the meeting virtually. Councilmember Karen Mauer-Smith was absent and excused.

**PRESIDING OFFICER'S REPORT**

Mayor Reynolds invoked Rule 20. Order of Business from the Fircrest City Council Rules and requested to modify the Council agenda to remove Agenda Item 13K. Resolution: Emerson Sidewalk Contract Change Order #1. There were no objections from the Council.

**A. Motion: Canceling December 16, 2024 Study Session**

**Councilmember Wittner MOVED to cancel the December 16, 2024 Study Session; seconded by Councilmember Bufford.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**CITY MANAGER COMMENTS**

City Manager Masko reported on the City's 2025 Legislative appropriations funding request for Alameda Avenue sidewalks between 42<sup>nd</sup> Street West to 44<sup>th</sup> Street West. She also reported on the Middle Housing survey and stated City Clerk Burkhart is out of the office. Community Service Officer I Truong will assist with City Clerk duties while City Clerk Burkhart is on leave. Lastly, Mrs. Masko stated City Hall offices are closed at noon on December 24, 2024, in observance of Christmas Eve and that the December 24, 2024, Council meeting is rescheduled for December 23, 2024, at 4:00 P.M.

There was a brief discussion on the Alameda Avenue sidewalks project sections, jurisdiction, and funding.

**A. Motion: City Attorney Appointment**

City Manager Masko briefed the Council on the appointment of Joanna Eide as the City Attorney. **Councilmember Bufford MOVED to confirm the City Manager's appointment of Joanna M. Eide of Kenyon Disend, PLLC, as the official Fircrest City Attorney; seconded by Councilmember Viafore.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**DEPARTMENT HEAD COMMENTS**

- Public Works Director Bemis provided an update on the Fircrest Parks Maintenance Facility, including the installation of the siding and the roof.
- Interim Finance Director Dunbar provided an update on the State Audit and exit conference, year-end preparations, and current IT projects. She also thanked the City for the opportunity to serve as the Interim Finance Director.

**COUNCILMEMBER COMMENTS**

- Councilmember Bufford; no comment.
- Councilmember George commented on the City of Tacoma's budget and Tacoma Fire Services contract.
- Councilmember Wittner; no comment.
- Councilmember Viafore gave kudos to staff for the Holiday Tree Lighting ceremony and the City's beautification efforts.
- Councilmember Andrews; no comment.
- Mayor Reynolds; no comment.

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

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

- Vince Navarre, Fircrest resident, commented on National Lager Day and its history and provided information on historical December birthdays.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

There was no report.

**B. Built Environment, Planning, and Building**

There was no report.

**C. Finance, Information Technology, and Facilities**

There was no report.

**D. Other Liaison Reports**

Councilmember Wittner provided a report on the SSHAP committee, including the appointment of City of DuPont Councilmember Kevin Ballard as chairperson, the passage of the 2025 budget, and the public advisory board stipend.

Councilmember Viafore provided a brief update on the Middle Housing Ad Hoc Citizen Advisory Committee and stated that the committee is waiting for the Washington State Department of Commerce to provide the extension application. Community Development Director Newman stated that the extension application is currently being drafted.

**CONSENT CALENDAR**

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

- A. Approval of the Check No. 14432 through No. 14433 in the amount of \$9,580.54  
Approval of the Check No. 14434 through No. 14441 in the amount of \$76,666.78  
Approval of the Check No. 222145 through 222200 in the amount of \$536,023.87  
Approval of the payroll electronic funds transfer in the amount of \$168,083.21
- B. Approval of the November 12, 2024, Regular Meeting

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

**The Motion Carried (6-0).**

**PUBLIC HEARING**

There was no unfinished business.

**UNFINISHED BUSINESS**

**A. Ordinance No. 1732: 2024 Budget Amendment #3**

City Manager Masko briefed the Council on the proposed ordinance, stating a few changes occurred, including the addition of ARPA-funded programs and projects and the reallocation of capital project expenses and revenue sources. **Councilmember Bufford MOVED to adopt Ordinance No. 1732, authorizing revenues and expenditures of funds for matters not provided for in the Adopted 2024 Budget; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**NEW BUSINESS**

**A. Ordinance No. 1733: 2024 Comprehensive Plan Adoption**

Community Development Director Newman briefed the Council on the proposed ordinance adopting amendments to the Comprehensive Plan consistent with the 2024 Periodic Update Requirements in the Growth Management Act per RCW 36.70A.130(5)(A). **Councilmember Bufford MOVED to adopt Ordinance No. 1733, amending Ordinance No. 1666, Section 3, and Fircrest Municipal Code 23.04.020 to update the City of Fircrest Comprehensive Plan; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments. Councilmember George provided kudos to the staff involved. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**B. Ordinance No. 1734: Water Rate Adjustment**

City Manager Masko briefed the Council on the proposed ordinance and highlighted the proposed residential and commercial water rates reflect a 3% rate increase. **Councilmember Bufford MOVED to adopt Ordinance No. 1734, amending Fircrest Municipal Code Title 21.04.030 – Residential Rates and Fircrest Municipal Code Title 21.04.040 – Commercial Rates; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**C. Ordinance No. 1735: 2025 Budget Adoption**

City Manager Masko briefed the Council on the proposed ordinance and highlighted that the total 2025 budget, including estimated revenues, expenditures, and fund balances, is \$32,276,886. **Councilmember Bufford MOVED to adopt Ordinance No. 1735, adopting the annual budget of the City of Fircrest for the Fiscal Year 2025; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments. The Council gave kudos to the City Manager for her efforts in preparing the 2025 budget. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0)**

**D. Resolution No. 1949: Pierce County Regional Council Appointments**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the appointments are for one-year terms. **Councilmember Viafore MOVED to adopt Resolution No. 1949, appointing Mayor Shannon Reynolds as the City of Fircrest's representative to the Pierce County Regional Council, and further appointing Councilmember Nikki Bufford as the alternate representative to the Pierce County Regional Council; seconded by Councilmember George.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**E. Resolution No. 1950: South Sound Housing Affordability Partners Appointments**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the appointments are one-year terms. **Councilmember Viafore MOVED to adopt Resolution No. 1950, appointing Councilmember Hunter T. George as the representative to South Sound Housing Affordability Partners, and further appointing Councilmember Brett L. Wittner as the alternate representative to South Sound Housing Affordability Partners; seconded by Councilmember Bufford.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**F. Resolution No. 1951: Ruston Court Contract Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the amendment extends the term to December 31, 2025, and increases the annual fee for providing municipal court services. **Councilmember Wittner MOVED to adopt Resolution No. 1951, authorizing the City Manager to execute Amendment #6 to the Interlocal Agreement with the City of Ruston to provide Municipal Court Services for 2025; seconded by Councilmember Bufford.** Mayor Reynolds invited Councilmember comments. There was a brief discussion on a future study session on court services feedback, the City's longstanding relationship with the City of Ruston, and the impacts of their hours of liquor sales ordinance. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**G. Resolution No. 1952: RWJ Consultants Contract Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the agreement allows for continued consulting services associated with the 2119 Mildred Street West development and sewer-related issues. **Councilmember Bufford MOVED to adopt Resolution No. 1952 authorizing the City Manager to execute an amendment to the professional services agreement with RWJ Consultants for consulting services; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**H. Resolution No. 1953: Finance Consulting Contract Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the agreement provides training assistance for the new Finance Director. **Councilmember Bufford MOVED to adopt Resolution No. 1953, authorizing the City Manager to execute an amendment to the Professional Services Agreement with Colleen Corcoran for financial consulting services; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**I. Resolution No. 1954: Alameda Avenue Sidewalk Project TIB Grant Agreement**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that Transportation Improvement Board funds will cover the design and construction of Alameda Avenue West sidewalks from Emerson Street to Cypress Point. **Councilmember Bufford MOVED to adopt Resolution No. 1954, authorizing the City Manager to execute a Fuel Tax Grant Agreement with the Washington State Transportation Improvement Board for \$472,555 for the Alameda Avenue West Sidewalk Project; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments. There was a brief discussion on community outreach for residential parking in the project location. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**J. Resolution No. 1955: Princeton Water Main Project Contract**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the project will provide a 12-inch water main upgrade. **Councilmember Bufford MOVED to adopt Resolution No. 1955, authorizing the City Manager to execute a Public Works Contract with Pape & Sons Construction, Inc. for the Princeton Street Water Main Project; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**K. Resolution: Emerson Sidewalk Contract Change Order #1**

This agenda item was removed.

**L. Resolution No. 1956: Pierce County System Access Agreement Amendment #1**

Police Chief Schaub briefed the Council on the proposed resolution and highlighted the continued use until February 2025, when the City will transition to the City of Tacoma Public Safety Radio System. **Councilmember Bufford MOVED to adopt Resolution No. 1956, authorizing the City Manager to execute an Amendment to the Pierce County System Access and Use Agreement between the City of Fircrest and Pierce County for continued access to the Single County-Wide Communication System; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**M. Resolution No. 1957: Masko Park Playground Equipment Contract**

Parks & Recreation Director Grover briefed the Council on the proposed resolution and highlighted that the contract will provide playground equipment at George Masko Park. **Councilmember Bufford MOVED to adopt Resolution No. 1957, authorizing the City Manager to execute a purchase agreement with Northwest Playground Equipment, Inc. for playground equipment at George Masko Park in an amount not to exceed \$52,043.06; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments. There was a brief discussion on the project timeline and if it coincides with the City's centennial celebration. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**N. Resolution No. 1958: Greenleaf Landscaping Contract Amendment**

Parks & Recreation Director Grover briefed the Council on the proposed resolution and highlighted that the amendment would provide landscaping services at George Masko Park and the Seabrook Rhododendron Garden. **Councilmember Bufford MOVED to adopt Resolution No. 1958, authorizing the City Manager to execute Amendment #7 to the Professional Services Agreement with Greenleaf Landscaping, Inc. for landscaping services at George Masko Park in the amount of \$10,000; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (6-0).**

**CALL FOR FINAL COMMENTS**

Councilmember Viafore provided kudos to the staff for the Holiday Tree Lighting event and Holiday Market. He also commented on continuing the City's police vehicle decoy program and the solid waste rate adjustment public hearing.

Councilmember George provided kudos to the staff for the Holiday Tree Lighting event and Holiday Market.

Mayor Reynolds commented on the Santa staging area and noted the outside temperature was not ideal for smaller children.

**EXECUTIVE SESSION**

There was no executive session scheduled.

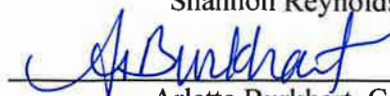
**ADJOURNMENT**

**Councilmember Bufford MOVED to adjourn the meeting at 8:03 P.M., seconded by Councilmember Wittner.**

**The Motion Carried (6-0).**



Shannon Reynolds, Mayor



Arlette Burkhart, City Clerk