

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

Mayor Shannon Reynolds called the study session to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Karen Mauer-Smith, Brett L. Wittner, Hunter T. George, Nikki Bufford, and Jim Andrews were present. Councilmember Brett L. Wittner attended the meeting virtually.

**AGENDA MODIFICATIONS**

There were none.

**MIDDLE HOUSING COMMITTEE DISCUSSION**

Middle Housing Committee Co-Chair Frank Ladenburg provided a brief overview and update to the Council on the committee's preliminary submittal materials and stated the discussion intent was to provide an opportunity for collaboration and feedback. Co-chair Ladenburg and committee member Jim Ottness provided the draft Notice of Intent and stated that the committee has corresponded with the Washington State Department of Commerce regarding the requirements for their extension submittals. Discussions included the background on HB 1110, ADU interpretation, sewer infrastructure issues, submittal timelines and process, intent of the middle housing law, and providing Council an opportunity to review materials prior to their submission.

There was a consensus to bring forth the Notice of Intent to the Council for approval at the February 11, 2025, regular meeting.

**CITY COUNCIL/PLANNING COMMISSION JOINT MEETING TOPICS**

City Manager Masko briefed the Council on the upcoming Joint City Council and Planning Commission meeting and requested Council feedback on topics for discussion. Mrs. Masko stated that the Planning Commission would like to discuss a sign code update, traffic/pedestrian safety, and the Centennial Celebration.

There was a Council consensus to include the following topics on the agenda: Middle Housing/WA State House Bill 1110 Update, Whittier Elementary School Design Standards, Fire Resilience, and Tree Ordinance.

**2025 DEPARTMENT GOALS OVERVIEW**

City Manager Masko provided a brief overview of the 2025 Department Goals. The Administration Department's goals included the Centennial Celebration efforts, implementation of a new City website, labor negotiations, vacant position recruitments, infrastructure discussions, grant management process improvements, establishing a Holiday Tree Replacement Committee, an employee salary survey, and business outreach.

The Planning and Building Department's goals included the development of the Mildred Street property, providing Middle Housing development regulations and Comprehensive Plan amendments, an urban tree canopy report, and updating the building fee schedule.

The Parks and Recreation Department's goals included strengthening current relationships with City partners, youth camp growth, employee development, volunteer policy, park improvements, and pool season planning. There was a brief discussion on the City of University Place partnership and senior programming growth.

The Public Works Department's goals included finalizing water meter installations, the 44<sup>th</sup> Street lift station project, Water Fund resiliency, sewer rate structure, pedestrian safety, and GIS updates.

The Police Department's goals included radio system transition, continuing partnerships with the community, schools, and surrounding jurisdictions, traffic enforcement, hiring a new police officer, professional development opportunities, and continuing community events. There was a brief discussion on the State's initiative to hire additional police officers and scheduling a study session for the photo enforcement program.

The Finance Department's goals included preparing the 2024 annual state report, filling the Administrative Assistant position, cross-training, grant accounting, facilitating the 2024 state audit, 2026 budget preparation, and IT infrastructure improvements.

There was a brief discussion on purchasing water rights from the City of Tacoma and scheduling a City Council goals session.

**ADJOURNMENT**

**Councilmember Viafore MOVED to adjourn the meeting at 7:43 P.M., seconded by Councilmember Andrews.**

**The Motion Carried (7-0).**



Shannon Reynolds, Mayor



Arlette Burkhart, City Clerk