

**CALL TO ORDER:**  
May 18, 2021

**Mayor Muri** called the regular meeting of the Steilacoom Town Council to order at 6:30 p.m. in the Town Hall.

**ROLL CALL:**

In attendance were Mayor Muri, Councilmembers Neal, Henderson, Crumley, Franklin and Smith. Staff members in attendance were Town Administrator Loveless, Attorney Hoffman, Public Safety Director Yabe, West Pierce Fire Chief Bolt, Public Works Director Burlingame, Town Planner Fortner, and Administrative Assistant Gibelyou.

**Mayor Muri** led the attendees in the Pledge of Allegiance.

**APPROVAL OF AGENDA:**  
All: Yes

**Councilmember Neal** moved and **Councilmember Henderson** seconded to approve the Council Agenda of May 18, 2021.

**CONSENT CALENDAR:**

**Councilmember Franklin** moved and **Councilmember Henderson** seconded to approve the following items on the consent calendar:

1. Minutes of May 4, 2021.
2. Approval of Payroll Checks #115774 - #115778 in the amount of \$208,685.71.
3. Approval of Claims Checks # 115786 - # 115841 in the amount of \$356,339.33.
4. Request to Set a Public Hearing, Partial Vacation of 7th St. Adjacent to Perkins Park (AB 3075).

Yes: All

**AUDIENCE INPUT:**  
Non-Agenda Items

Andrew Phillips, Chairperson of the Steilacoom Fireworks Committee – 1410 Lafayette St, Steilacoom: He announced that even after Governor Inslee’s decision to open the state on June 30, there will still be no fireworks in Steilacoom on the 4<sup>th</sup> of July this year. They still believe this is in the best interest of public health.

**PUBLIC HEARINGS:**  
Short Term Rentals (AB 3071)

**Mayor Muri** opened the public hearing.

**Town Planner Fortner** delivered the staff report and answered questions from the public and Council.

**Mayor Muri** invited comments from the audience.

- Marianne Bull – 702 Lafayette St, Steilacoom: She requested clarification on some of the terms in the draft ordinance and expressed concern over how certain residences could comply with the suggested regulations. She lives next to a short-term rental and has mixed feelings about them.
- Judy Bittenbender – 307 Henley Ct, Steilacoom: She identified an incorrect term in the draft ordinance and clarified the use of the correct term.
- Shu Ching Higgins – 53 Hewitt Dr, Steilacoom: She is concerned about the types of people who use short-term rentals and wanted to know if background checks are a part of the process.

**Short Term Rentals (AB 3071) Cont'd**

- Donna Phillips – 1410 Lafayette St, Steilacoom: She noted her love of Steilacoom and hope that the town will be a short-term rental friendly place. She believes companies like Airbnb have sufficient security checks in place and that short-term rentals are a great way to share Steilacoom with others.
- Tim Henfield – 69 Jackson St, Steilacoom: He appreciated Ms. Bull's comments. He also lives next to a short-term rental. He likes the requirement that those renting out their property live on it.
- Denise Carlock – 606 Lafayette, Steilacoom: She lives by a short-term rental as well. While she sees how it can be inconvenient for neighbors, she believes that Council should not place too many regulations on their operations. She suggested the Town look into partnering with Airbnb and similar sites if the primary concern is financial in nature.
- Daren Falter – 1214 Starling St, Steilacoom: He owns a short-term rental and wanted to reassure the Town that he has created additional policies to reduce problems. He does not want to detract from Steilacoom's ambiance.
- Craig Hanna 606 Lafayette, Steilacoom: He, too, runs a short-term rental and believes the regulations to be too stringent. He estimated that there are very few short-term rentals in Town and that long-term rentals are more problematic.
- Dani Hart – 602 Lafayette, Steilacoom: She commented that some of the suggestions seem unfortunate and wanted to speak on behalf of the short-term rentals that are working and keeping the integrity of the historic district.
- John Marly – 1714 Commercial St, Steilacoom: He reports having parking issues around his place and stated his belief that short-term rentals are great for the community, but some guests are not obeying Town laws.
- Marilyn Martinetto – 2300 Worthington St, Steilacoom: She is concerned about the future of short-term rentals. She would like to see the Town retain control over land zoning. It is her opinion that people should not buy homes to make money because it disturbs their neighbors. Residential areas should be kept residential.
- Tyler & Heather Imig – 68 Jackson St, Steilacoom: They own several short-term rentals both in and outside of Steilacoom. They believe the current regulations stipulated by Airbnb and similar sites are sufficient and note hosts have the right to refuse guests. They believe short-term rentals are a boon to Town businesses and that long-term rentals are more problematic.
- Joel Trauba – 62 Bonney St, Steilacoom: He would like to know if there is a difference between renting out his house and doing an Airbnb.

Short Term Rentals (AB 3071) Cont'd

**Councilmember Neal** moved and **Councilmember Franklin** seconded to continue the public hearing on Short-Term Rentals to the June 15, 2021 Council Meeting.

**ACTION ITEMS:**

Town Sponsored Summer Events – Concerts (AB 3064)

**Town Administrator Loveless** delivered the staff report and answered questions from the Council, who provided unanimous direction to move forward with a summer concert series in 2021.

**NEW ITEMS:**

Personnel Regulations – Vacation Leave (AB 3069)

**Town Administrator Loveless** delivered the staff report and answered questions from the Council.

All: Yes

**Councilmember Smith** moved and **Councilmember Franklin** seconded to modify Section 1.42.040 of the Personnel Regulations by adopting the identified changes.

Bid Award, Union Ave./Rainier St. Roundabout Project, Pivetta Brothers Construction (AB 3072)

**Public Works Director Burlingame** delivered the staff report and answered questions from the Council.

**Councilmember Smith** moved and **Councilmember Henderson** seconded to move to approve the bid tendered by Pivetta Brothers Construction Inc. in an amount not to exceed \$1,699,531.25 and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.

All: Yes

Limited Construction Management Scope of Work Union Ave./Rainier St. Roundabout Project Gray & Osborne Inc. (AB 3073)

**Public Works Director Burlingame** delivered the staff report and answered questions from the Council.

**Councilmember Neal** moved and **Councilmember Smith** seconded to move to approve Amendment #4 to the contract for professional engineering services to Gray & Osborne Inc. for support of the Union Ave./Rainier St. Roundabout Project in an amount not to exceed \$99,048.00, and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.

Yes: All

Quit Claim Deed Approval, Perkins Park Right of Way Dedication (AB 3074)

**Public Works Director Burlingame** delivered the staff report and answered questions from the Council.

**Councilmember Franklin** moved and **Councilmember Henderson** seconded to move to approve the attached quit claim deed, intended to transfer approximately 858 sq./ft. from Perkins Park property to right of way for the purpose of constructing the Union Ave./Rainier St. Roundabout Project.

Yes: All

**REPORTS:**

Administrator

**Town Administrator Loveless** reported the following:

- The Farmers’ Market will return June 16. There are a lot of vendors signed up.

**Administrator Cont'd**

- Summer camps are starting June 28. We have partnered with Pierce County to offer parents 90% off the listed price with the Kids Need to Play! Financial Assistance Program. We anticipate a high demand for camp.
- The Association of Washington Cities (AWC) Conference is coming up. Meetings have been going well, but we need two delegates along with the Mayor to attend virtually.
- The Town has received limited response to the Building Inspector/Code Compliance position. He will be bringing a proposed modification to the listed salary at the next Council Meeting.
- The Diggs St Property, sold to Steilacoom Historical School District, is closing May 28.
- A Pierce County hearing session for American Rescue Plan Act (ARPA) funds is on May 27. They will have an excellent discussion on that, and he proposed the study session to discuss ARPA funds be moved to June 1.

**Attorney**

**Attorney Hoffman** reported no new litigation.

**Public Safety**

**Chief Yabe** reported the following:

- This week they extended a conditional offer of employment to one of the candidates from last week's interviews. His name is Dylan Warburton and he has 8 years of experience in the US Army. He is hoping Dylan can start with us in June, with an academy start in late July.
- Our current newest officer, PJ Palma, has been confirmed to start the academy on June 2.
- Public Safety is hosting additional interviews for both entry-level and lateral hires this Friday.
- Last week, the Pierce County Council recognized May 15, 2021 as Peace Officers Memorial Day. A memorial has been built at the County City Building in downtown Tacoma.
- Last week, Governor Inslee signed into law some updates to the drug possession law. The changes appear to have recriminalized drug possession, but also reduced the severity of the crime to a misdemeanor. The changes also appear to expire in about 2 years. He is in contact with our municipal court prosecutor regarding how to implement the new changes.
- This past weekend, one of our officers was involved in a use of force incident. Our officer had been dispatched to assist a neighboring agency in response to a domestic violence incident. When the agency of jurisdiction arrested the primary aggressor, another party at the household assaulted the arresting officer. Our officer, along with other officers on scene, used force in order to arrest the other individual. Our officer used a counter-joint hold to place the individual in handcuffs.

**Public Safety Cont'd**

- This type of force use is considered by the State Criminal Justice Training Commission to be the least severe type of force to be used. The individual complained of minor injuries and was evaluated by the fire department before both arrested parties were booked into jail.
- This week, some of our officers will complete their annual training in emergency driving. Additionally, the State Criminal Justice Training Commission recently certified their department as having completed the required annual training hours for 2020.
- A big thank you to Mr. Van Wyhe and students Jillian and Aaron, of the Steilacoom High School Photography Department for their help in updating their newest officer's department portrait.

**Public Works**

**Public Works Director Burlingame** reported the following:

- We have finally obtained enough employees for the Park Department. Look forward to seeing improvements in our parks soon.
- Flags and flower baskets will be installed around Town in time for Memorial Day weekend.
- The parks are still seeing heavy use this spring, likely related to the ongoing pandemic. A lot of maintenance activities have been focused on the parks.
- Our crew leader for the Electric Department has decided to move back East. We wish him the best. We have had another crew member step into his role and are now advertising for a new lineman.
- We are also looking to fill a vacancy in the Water/Sewer Department.

**Council**

**Councilmember Neal** reported the following:

- He thanked the Garden Club for the Garden Sale. They support the purchase of the hanging baskets for the Town.
- He volunteered to be one of the delegates for the AWC Conference.
- He hopes we offer a hybrid in-person/virtual format for Town Council meetings in the future. It gives citizens a wonderful opportunity to participate.
- He would like to see the Town hold a firework display later in the year but would like to check with our risk pool first.

**Councilmember Franklin** reported the following:

- He would like to see Council return to in-person meetings in July, if not June.
- He congratulated the Steilacoom Historical Museum Association on their successful Ron Lucas Classic Golf Tournament and thanked the citizens who participated.
- He is looking forward to construction starting on the roundabout.

**Councilmember Crumley** reported the following:

- He agreed that Council should return to in-person meetings in July.

**Council Cont'd**

- He enjoyed seeing people out and about at the golf tournament and looks forward to other outdoor activities. He encouraged the Town to do what we can to open back up.

**Councilmember Smith** reported the following:

- This year marks his fifth campaign for councilmember, and he has three people opposing him.
- He is looking forward to the coming days and hopes everyone takes care.

**Councilmember Henderson** reported the following:

- She offered her compliments to the Garden Club. They have been working hard.
- She was glad to hear we have full employment in the Parks Department. She hopes Rick Creger receives special recognition for his work during the stretch of time he was the only member of the department.

**Mayor**

**Mayor Muri** reported the following:

- He has met our new full-time Parks employee and believes he is a keeper.
- The Kiwanis Club is working on the Pioneer Park Bandstand. Public Works has helped them obtain the proper permits. He thanked everyone working on the project.

**ADJOURNMENT:**

**Councilmember Henderson** moved and **Councilmember Crumley** seconded to adjourn the Town Council Meeting of May 18, 2021. The May 18, 2021 regular meeting of the Steilacoom Town Council adjourned at 9:27 p.m.

**STUDY SESSION:**

The study session to discuss the American Rescue Plan Act (AB3070) was deferred to the June 1, 2021 Council Meeting.

---

Town Administrator

---

Mayor

**May 18, 2021**

**Steilacoom Town Council Minutes**