

STEILACOOM TOWN COUNCIL

MINUTES

Steilacoom Town Hall & Zoom

Tuesday, October 4, 2022

6:00 p.m.

A. Call to Order and Roll Call

1. **Mayor Muri** called the regular meeting of the Steilacoom Town Council to order at 6:00 p.m. at Town Hall and on Zoom.
2. In attendance were Mayor Muri, Councilmembers Neal, Henderson, Crumley, Franklin and Grasher. Staff members in attendance were Town Administrator Loveless, Attorney Hoffman, Public Safety Director Yabe, West Pierce Assistant Fire Chief Sharp, Public Works Director Burlingame, Town Planner Fortner, and Administrative Assistant Gibelyou.

B. Pledge of Allegiance

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

C. Approval of Agenda

1. **Councilmember Neal** moved and **Councilmember Grasher** seconded to approve the Council Agenda of October 4, 2022.
 - i. **All:** Yes

D. Consent Agenda

1. *Minutes of September 20, 2022*
2. *Approval of Payroll Checks #118631- #118640 in the amount of \$175,697.91*
3. *Approval of Claims Checks #118680 - #118707 in the amount of \$304,621.02 and Manual Check #118641 - #118644 in the amount of \$3,158.50*
4. *Surplus of Public Property (AB 3201)*
5. *Holiday Sleigh – Equipment Use and Hold Harmless Agreement (AB 3204)*
 - i. **Councilmember Neal** moved and **Councilmember Crumley** seconded to approve the items on the consent agenda.
 1. **Yes:** All

E. Audience Input on Non-Agenda Items

1. No public comments.

F. Public Hearing

1. *2021-2022 Biennium Budget Amendments (AB 3199) (Ord 1666)*
 - i. **Mayor Muri** opened the public Hearing.
 - ii. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - iii. **Mayor Muri** invited public comments.
 1. No public comments.
 - iv. **Councilmember Franklin** moved and **Councilmember Henderson** seconded to close the public hearing.
 1. **Yes:** All

2. **2023-2024 Biennium Budget (AB 3200) (Ord 1667)**
 - i. **Mayor Muri** opened the public Hearing.
 - ii. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - iii. **Mayor Muri** invited public comments.
 1. No public comments.
 - iv. **Councilmember Neal** moved and **Councilmember Crumley** seconded to close the public hearing.
 1. **Yes: All**
3. **2023 Property Tax Levies (AB 3196) (Ord 1664 & 1665)**
 - i. **Mayor Muri** opened the public Hearing.
 - ii. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - iii. **Mayor Muri** invited public comments.
 1. No public comments.
 - iv. **Councilmember Neal** moved and **Councilmember Grasher** seconded to close the public hearing.
 1. **Yes: All**

G. Introduction

1. **2021-2022 Biennium Budget Amendments (AB 3199)**
 - i. **Town Administrator Loveless** introduced the agenda bill.
2. **2023-2024 Biennium Budget (AB 3200)**
 - i. **Town Administrator Loveless** introduced the agenda bill.
3. **2023 Property Tax Levies (AB 3196)**
 - i. **Town Administrator Loveless** introduced the agenda bill.

H. Action Items

1. **Public Participation Plan for 2024 Comprehensive Plan Update (AB 3198)**
 - i. **Town Planner Fortner** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Neal** moved and **Councilmember Grasher** seconded to approve the attached Public Participation Plan for the 2024 Comprehensive Plan Update.
 1. **Yes: All**
2. **2022 Asphalt Patching Project, Bid Award; Asphalt Patch Systems (AB 3202)**
 - i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Franklin** moved and **Councilmember Henderson** seconded to approve the bid submitted by Asphalt Patch Systems Inc. in an amount not to exceed \$18,040.00 for completion of the 2022 asphalt patching program and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.
 1. **Yes: All**
3. **Sunnyside Pump Station Improvements Project, Const. Mgt. Scope of Services (AB 3203)**
 - i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.

- ii. **Councilmember Neal** moved and **Councilmember Crumley** seconded to approve the contract amendment for construction management services for the Sunnyside Beach Pump Station Improvement Project as proposed by Gray & Osborne Inc. and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.
 - 1. **Yes:** All

4. Professional Services Agreement – Monsido, LLC (AB 3205)

- i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Grasher** moved and **Councilmember Franklin** seconded to authorize the mayor to sign the professional services agreement with Monsido, LLC, to provide technical assistance/services in ensuring the Town’s official website meets ADA requirements on an ongoing basis.
 - 1. **Yes:** All

5. Pierce County Target Zero Task Force Subrecipient Agreement (AB 3206)

- i. **Chief Yabe** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Franklin** moved and **Councilmember Grasher** seconded to authorize the Mayor, or their designee, to enter into the subrecipient agreement with the Pierce County Target Zero Task Force.
 - 1. **Yes:** All

I. Reports

1. Staff

- i. **Town Administrator Loveless** reported the following:
 - 1. He reminded everyone that political signs have unique protections under the First Amendment and various Supreme Court rulings. Only authorized individuals may remove signs from other’s property or Town rights-of-way. People may do what they like with signs on their own property. Please call him with concerns about sign location. Please be specific about the sign, its location, and your concern.
 - 2. The Apple Squeeze had perfect weather and large crowds. A good report is expected to be forthcoming.
 - 3. The Scarecrow Festival is on. Additionally, there is a scarecrow scavenger hunt for kids. Please contact the Steilacoom Historical Museum Association for details.
 - 4. The Steilacoom Community Church is having a Harvest Festival on October 31 from 6 - 8:00 p.m.
 - 5. For burn ban information, look to Pierce County. Steilacoom follows their lead.
 - 6. He gave an urban forestry management update. An appeal for the tree located near Nisqually Street has been received and will be reviewed with any other appeals that may be received.
 - 7. Our Code Compliance Officer and Town Planner posted an abatement at 1812 Commercial Street yesterday. There is a period of time for the owner to come into code compliance, after which the Town will proceed with formal abatements if no action is taken.
 - 8. Recruitment will be a challenge for the next 6-12 months. The Town will be recruiting a Town Planner, Payroll Analyst, Attorney, and Building Inspector/Code Compliance Officer, amongst others.
- ii. **Attorney Hoffman** reported the following:
 - 1. No new litigation.

2. He advised that in-person attendees speak slower and louder for those attending virtually.

iii. **Chief Yabe** reported the following:

1. Last week, officers investigated a suspicious vehicle at one of our gas stations. Investigation determined the vehicle was stolen and the driver was a convicted felon in possession of a firearm. The stolen vehicle was recovered, and the driver was arrested and booked into jail.
2. The final month of our summer traffic emphasis has concluded. Our officers conducted over 160 traffic stops during September, which brings our total for the entire campaign to just over 900 traffic stops. The department continues to receive and respond to traffic concerns submitted to our traffic concern email address published on our website.
3. Our newest Public Safety officer is Cameron Ashworth, and he is scheduled to start October 17. Cameron comes to us from the Thurston County Department of Corrections, and he is a veteran of the U.S. Army. His application to the academy has been submitted.
4. Thank you to Council, Town administration, and Civil Service Commission for all of the work to respond to the current ongoing challenges within the law enforcement hiring and retention market.
5. In just about a week, he will be submitting a proposal to the Criminal Justice Training Commission for another officer wellness grant. This grant funding was a direct result of the time our local representatives spent here in Town during ride-alongs.
6. The Public Safety Advisory Committee has invited him to join in their first neighborhood meeting, scheduled for later this month.
7. Ferry queue emphasis patrols have concluded. All of the allotted funding was used, and the feedback from ferry staff has been appreciative of the effort of our officers.
8. Late last month, Retired Steilacoom Public Safety Senior Sergeant Manual "Rod" Rodriguez passed away, due to multiple medical complications. His family was present with him. Senior Sergeant Rodriguez served our community for well-over 30 years, and was his first supervisor when he started in our department. Please keep his family in your thoughts and please take care of yourself and your loved ones.

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

1. He provided some project updates:
 - a. The Rigney Road Non-motorized Project has started. It is day two of 80 scheduled working days. They are replacing the only remaining asphalt along the roadway with curb, gutter, and sidewalk connecting to existing curb, gutter, and sidewalk.
 - b. The Rainier Street Preservation Project is currently waiting on approval from WSDOT. It is a federally funded project so we must get their approval before proceeding. They are backlogged. This project might be suspended until springtime.
 - c. The Sunnyside Pump Station Project is good for our winter months. They are primarily replacing parts on the controllers that pump the sewage.

2. *Council*

i. **Councilmember Henderson** reported the following:

1. She congratulated the Town staff for putting a successful hybrid meeting together. The visual and audio aspects both worked for her on Zoom. She had a slight struggle hearing others in the room and found it difficult to see Council members physically in the room due to lighting, though.
2. She congratulated all involved with the Apple Squeeze. It was a wonderful event and it was good to see it return.

ii. **Councilmember Franklin** reported the following.

1. He echoed Councilmember Henderson's comments about the hybrid meeting. He would like to see a microphone for every council member. He also noted that sometimes people lean back and reminded everyone to lean closer to the microphone. He otherwise found the hybrid meeting doable.
2. On October 16 at 10 a.m. at Sunnyside Beach, they will be recognizing Lowell Bier by rededicating a post that Kiwanis has refurbished. He was instrumental in the installation of the Sunnyside Beach playground.

iii. **Councilmember Grasher** reported the following:

1. She thanked everyone who helped put the Apple Squeeze on.
2. She thanked Paul for bringing up political signs.
3. Tony Ventrella, a Steilacoom resident, will be speaking this Saturday to the Friends of the Library at 3 p.m. at the Steilacoom Library.
4. She thanked the Garden Club for the Scarecrow Contest.
5. She also thanked to Town Administrator Loveless for his help with the scarecrow at Public Works.

iv. **Councilmember Crumley** reported the following:

1. He had a question about the discontinuation of our summer camp program. It was discontinued with the Town's childcare program at a springtime Council meeting earlier this year. The Washington Cities Insurance Authority was not involved.
2. He appreciated the staff bidding out the asphalt patching that we could not do ourselves.

v. **Councilmember Neal** reported had no reports.

3. *Mayor*

i. **Mayor Muri** reported the following:

1. He would like to compile a list of legislative priorities for discussion at one of the November Council meetings.
2. He is looking forward to having our newest officer on board.

J. Administrator Loveless suggested removing the 2023-2024 Biennium Budget study session from the agenda due to all relevant discussion having been held during the public hearing on the topic.

1. Mayor and Council approved this suggestion.

K. Adjournment of Regular Meeting

1. **Councilmember Neal** moved and **Councilmember Grasher** seconded to adjourn the Town Council Meeting of October 4, 2022.

2. The October 4, 2022 regular meeting of the Steilacoom Town Council adjourned at 7:57 p.m.

Town Administrator

Mayor