

STEILACOOM TOWN COUNCIL

MINUTES

Steilacoom Town Hall & Zoom

Tuesday, November 1, 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, Public Works Director Burlingame, 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 Henderson** moved and **Councilmember Franklin** seconded to approve the Council Agenda of November 1, 2022.
 - i. **All:** Yes

D. Presentation

1. **Steilacoom Historical School District Capital Projects**
 - i. Samuel Scott gave a presentation on Steilacoom Historical School District's student projections, facility needs, and plans. They proposed a bond package to cover expected costs.

E. Consent Agenda

1. *Minutes of October 18, 2022*
2. *Approval of Payroll Checks #118801 - #118808 in the amount of \$156,132.13*
3. *Approval of Claims Checks #118846 - #118897 in the amount of \$432,296.05 and Manual Check #118842 in the amount of \$41.54*
4. *Interlocal Agreement – School Resource Officer – Exhibit A (AB 3218)*
5. *Letter of Coordination between 1st Special Forces Group (Airborne) and the Steilacoom Police Department (AB 3219)*
 - i. **Councilmember Henderson** requested this item be moved to the Regular Agenda.
6. *Department of Commerce – Electric Vehicle Charging Station Award (AB 3220)*
 - i. **Councilmember Franklin** requested this item be moved to the Regular Agenda.
 - ii. **Councilmember Franklin** moved and **Councilmember Crumley** seconded to approve the items on the Consent Agenda as amended, moving Items 5 and 6 to the Regular Agenda.
 1. **Yes:** All

F. Audience Input on Non-Agenda Items

1. *No public comments.*

G. Action Items

1. ***Storm Water Utility Rate Modifications (AB 3209) (Ord. 1671)***
 - i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Franklin** moved and **Councilmember Grasher** seconded to adopt ordinance 1671 modifying the Storm Water Utility's customers' rates effective January 1, 2023.
 1. **Yes: All**
2. ***Sewer Utility Rate Modifications (AB 3210) (Ord. 1669)***
 - i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Henderson** moved and **Councilmember Neal** seconded to adopt ordinance 1669 modifying the Sewer utility's customers' rates effective January 1, 2023.
 1. **Yes: All**
3. ***Water Utility Rate Modifications (AB 3211) (Ord. 1670)***
 - i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Neal** moved and **Councilmember Crumley** seconded to adopt ordinance 1670 modifying the water utility's customers' rates effective January 1, 2023.
 1. **Yes: All**
4. ***Electric Utility Rate Modifications (AB 3212) (Ord. 1672)***
 - i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Neal** moved and **Councilmember Crumley** seconded to adopt ordinance 1672 modifying the electric utility's customers' rates effective January 1, 2023, retaining the tiered rate structure by customer class.
 1. **Yes: All**
5. ***Letter of Coordination between 1st Special Forces Group (Airborne) and the Steilacoom Police Department (AB 3219)***
 - i. **Chief Yabe** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Henderson** moved to defer the agenda bill to the November 15, 2022 Council Meeting.
 1. **Yes: All**
6. ***Department of Commerce – Electric Vehicle Charging Station Award (AB 3220)***
 - i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Franklin** moved and **Councilmember Henderson** seconded to authorize the Mayor or Town Administrator to sign the Department of Commerce Award document for the Steilacoom Electrical Charging Station Project.
 1. **Yes: All**

H. Introduction

1. ***Unrepresented Employee Pay Plan (AB 3215)***
 - i. **Town Administrator Loveless** introduced the agenda bill.
2. ***Exempt Employee Pay Plan (AB 3217)***
 - i. **Town Administrator Loveless** introduced the agenda bill.

3. **Facility Energy Upgrades Project Ameresco & WA Dept. of Enterprise Services Change Order #3 (AB 3221)**

- i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Neal** moved and **Councilmember Franklin** seconded to approve Change Order #3 to the Town of Steilacoom Facility Energy Upgrades Project in an amount not to exceed \$22,266.09, increasing the total amount payable to \$843,726.29; and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.
 1. **Yes:** All

I. Reports

1. **Staff**

- i. **Town Administrator Loveless** reported the following:
 1. The Town continues the hunt for a Town Planner, Building Inspector/Code Compliance Officer, and Payroll Analyst. We have received a few Town Planner applications. Most applications for Building Inspector/Code Compliance Officer are heavy on code experience, but light on building inspection experience. Payroll has received a number of applications from qualified candidates.
 2. Our Human Resources Director is working on an extremely labor-intensive report related to Title VI, but will shift her focus to reviewing applications after that is submitted.
- ii. **Attorney Hoffman** reported no new litigation.
- iii. **Chief Yabe** reported the following:
 1. Our newest officer's academy date has been confirmed for December. The current waiting list for the academy is over 9 months, so this date is good news. We are continuing to monitor the dramatic changing tides within the law enforcement recruitment and retention environment.
 2. The first meeting with our Community Emergency Response Team (CERT) is scheduled for November 8 at 5:30 p.m. at the Public Safety building.
 3. A couple of weeks ago, he attended the first Public Safety Advisory Committee neighborhood meeting, this time within the Saltar's Point area. He received positive feedback regarding how quickly our officers respond to calls for service.
 4. He also received concerns regarding incidents with unfamiliar vehicles in the area. He wrote about this at length in the weekly update that was posted to Facebook last week. The short version is that our officers will help where they can, but they also have a responsibility to balance their intrusion into people's lives with the severity of their activity. This philosophy was the foundation of the significant police reform legislation in 2021.
 5. Last week, in partnership with several police departments throughout the county, our officers trained in emergency driving. This week, they are partnering with the Lakewood Police Department for firearms training. Later this month, they will receive training in legal updates and mental health awareness.
- iv. **Public Works Director Burlingame** reported the following:
 1. He gave several project updates:
 - a. The Rigney Road reconstruction project is going well. 75% of the storm water system has been installed.

- b. The Rainier Street Preservation Project is still being reviewed by the WA State Department of Transportation. It has been in their hands since June.
- c. The Sunnyside Beach Seawall application is ready to be submitted to the relevant agencies for review.
- d. The Sunnyside Pump Station is 50% completed. The first of three Variable Frequency Drives and over half of the necessary controls have been installed.
- e. The layout for the Town's interconnection with Bonneville Power Administration has been approved.

2. *Council*

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

1. He reminded everyone that the Town is very frugal with the money they receive and that rate increases are a result of inflation on a larger scale.

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

1. The thanked Council and Staff for their rolls in making the Council meeting understandable via Zoom.

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

1. She noted citizen concern over wetlands and clearcutting. She is hoping Council can evaluate these concerns.
2. She thanked the Steilacoom Historical Museum Association, the Steilacoom Community Church, and their volunteers for their Halloween events.
3. Veteran's Day is coming up on November 11. She encouraged everyone to take a moment to recognize the service members in their lives.
4. She reminded everyone to vote on November 8.

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

1. She noted that one of the items approved on the Consent Agenda was a fee to the City of Lakewood for animal control. She thinks this is money well spent. She recently had the need to contact them and got very good feedback.
2. On October 23, they had a very good turnout at Farrell's Marsh Park. They had 22 people work on trails.
3. The Parks, Community Services, and Environment Advisory Committee is working on mapping trails and plans to plant trees in Steilacoom.
4. There will be another Farrell's Marsh work party on November 20 from 1-3 p.m.
5. Holiday activities are around the corner. She invited everyone to mark the Christmas Sing and Play Along for December 11 on their calendars.

v. **Councilmember Neal** reported the following:

1. He echoed Councilmember Grasher's reminder to vote on Election Day.
2. He noted that has been about a year since Steilacoom joined the South Sound Housing Affordability Partners and would like an update on what has happened since then.

3. *Mayor*

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

1. Kimberlee Cavin was appointed to the Preservation and Review Board.
2. Seth Tchobanoff, a Sophomore at Steilacoom High School, will be joining the Public Safety Advisory Committee.

J. Adjournment of Regular Meeting

1. **Councilmember Henderson** moved and **Councilmember Crumley** seconded to adjourn the Town Council Meeting of November 1, 2022.
2. The November 1, 2022 regular meeting of the Steilacoom Town Council adjourned at 7:49 p.m.

K. Study Session

1. 2023 Legislative Agenda

- i. A study session to discuss the 2023 Legislative Agenda was convened at 7:49 p.m. and adjourned at approximately 8:12 p.m.

L. Closed Session

1. Labor Negotiations

- i. At 8:12 p.m., Council adjourned into a closed session for approximately 18 minutes until 8:30 p.m. to discuss Labor Negotiations. No decisions were made in the Closed Session and no additional action was taken by the Council other than adjourning the meeting.
- ii. At 8:30 p.m., Council returned from the closed session and adjourned the meeting.

Town Administrator

Mayor