

November 5, 2019

**Steilacoom Town Council Minutes**

**CALL TO ORDER:**

**November 5, 2019**

**Mayor Pro Tempore Franklin** 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 Pro Tempore Franklin, Councilmembers Neal, Henderson, Crumley, and Smith. Mayor Lucas was excused. Staff members in attendance were Town Administrator Loveless, Attorney Hoffman, Acting Public Safety Director Yabe, West Pierce Assistant Fire Chief Tinsley, Public Works Director Burlingame and Administrative Assistant Bollman.

**Mayor Pro Tempore Franklin** led the attendees in the Pledge of Allegiance.

**CONSENT CALENDAR:**

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

1. Minutes of October 15, 2019
2. Approval of Payroll Checks #112402 - #112409 in the amount of \$159,232.66 and Approval of Payroll Checks #112448 - #112455 in the amount of \$302,044.43
3. Approval of Claims Checks #112456 - #112542 in the amount of \$622,894.49 and Manual Checks #112393 - #112401 & #112410 & #112445 in the amount of \$7,236.53
4. Fire Code Update (AB 2954) (Ordinance #1516)
5. South Sound 911 Communication Services Agreement (AB 2955-A)

**Yes: All**

**AUDIENCE INPUT:**

**Non-Agenda Items**

**David Yoder**, 111 Madrona Park Drive, Steilacoom. He expressed that the traffic during the Steilacoom Blvd. project was very poorly planned. He suggested that a police officer should have been present to direct traffic the entire time. He questioned why there are two left turn lanes on Hewitt. He also feels that the traffic pattern near the library is very dangerous.

**James Minor**, Dive Officer for the Kelp Crawlers Scuba Diving Club in Olympia. He stated that the Sunnyside Beach has been the clubs favorite location for dives. He expressed frustration that there are no evening dives allowed. He would like to see a once a month night dive made available for the scuba community.

**ACTION ITEMS:**

**2020 Electric Utility Rate Adjustment (AB 2945) (Ordinance #1610)**

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

**Yes: All**

**Councilmember Smith** moved and **Councilmember Crumley** seconded to adopt Ordinance #1610 modifying sections 13.36.020 the electric utility's customers' rates effective January 1, 2020.

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Action Items cont.

**2020 Water Utility Rate Adjustment (AB 2946) (Ordinance #1611)**

**Yes: All**

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

**Councilmember Henderson** moved and **Councilmember Neal** seconded to adopt Ordinance #1611 amending SMC Section 13.36.030 modifying the water utility's customers' rates effective January 1, 2020.

**2020 Sewer Utility Rate Adjustment (AB 2947) (Ordinance #1612)**

**Yes: All**

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

**Councilmember Henderson** moved and **Councilmember Smith** seconded to adopt Ordinance #1612 amending SMC Section 13.36.040 modifying the sewer utility's customers' rates effective January 1, 2020.

**2020 Storm Drain Utility Rate Adjustment (AB 2947)(Ordinance#1612)**

**Yes: All**

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

**Councilmember Smith** moved and **Councilmember Neal** seconded to adopt Ordinance #1613 amending SMC Section 13.36.050 modifying the Storm Water utility's customers' rates effective January 1, 2020.

NEW ITEMS:

**Vector Truck Acquisition (AB 2955-B)**

**Yes: All**

**Town Administrator Loveless and Public Works Director Burlingame** delivered the staff report and answered question from the Council.

**Councilmember Neal** moved and **Councilmember Henderson** seconded to authorize the Mayor to sign the quote from SWS Equipment, Inc. to acquire a new Vector truck through the Sourcewell membership contract.

**2020 Pay Plan- Unrepresented Employees (AB 2949) (Resolution #1174)**

**Mayor Pro Tempore Franklin** introduced AB 2949.

**Steilacoom Blvd. Improvement Project; Change Order #6 (AB 2957)**

**Yes: Henderson, Crumley, Neal  
No: Smith**

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

**Councilmember Henderson** moved and **Councilmember Smith** seconded to approve Change Order #6, increasing the total contract amount payable by \$13,331.94 to an adjusted, not to exceed amount of \$3,029,519.94, and authorize the Mayor to sign the necessary documents on behalf of the Town.

**REPORTS:**

**Administrator**

**Town Administrator Loveless** reported the following:

- The State Auditors have completed their audit. They will present their report on November 21<sup>st</sup>. Councilmembers are invited to attend this exit conference.
- Reminded everyone that Veterans Day is November 11<sup>th</sup>. All Town offices will be closed in observance of that holiday.
- The Planning Commission is in the process of reviewing short term rentals. There will be a meeting on November 18th to discuss the issue. He encouraged the public to attend to share their thoughts and to give feedback.
- The Town is asking for the public's input on street parking regulations on the West side of Town.
- Reminded everyone that today is Election Day.

**Attorney**

**Attorney Hoffman** reported no new litigation.

**Public Safety**

**West Pierce Assistant Fire Chief Tinsley** reported the following:

- Reported that everything is going well between the Town and West Pierce Fire.
- Stated that West Pierce is in the process of hiring 17 new employees who will start January 2, 2020.
- Commented that the Steilacoom Blvd. improvements look great.

**Public Works**

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

- The final punch list for the Steilacoom Blvd project is now taking place. These items should be finished in the next two weeks.

**Council**

**Councilmember Neal** reported the following:

- Shared that he and Councilmember Henderson attended an AWC event recently. He provided Council with AWC's Legislative agenda.

**Councilmember Henderson** reported the following:

- She would like to see a discussion among Councilmembers as to the consensus of what Steilacoom's Legislative priority issues are in the future.

**Councilmember Franklin** reported the following:

- He shared that this Friday at 3:00 p.m. at the Steilacoom Historical Museum Educational room there will be a speaker series presentation.

**Council continued**

**Councilmember Crumley** reported the following:

- He stated that the Council doesn't enjoy raising utility rates on residents. That the increase is because the companies that Steilacoom purchase utilities from are raising their rates. It looks like the rate increase will be approximately \$10.00 per household per month.
- He asked if it was normal that the electric utility funds that have been budgeted have only been used by half. Answer: Yes, we will catch up at the end of the year.

**Councilmember Smith** reported the following:

- Commented how well First Street handled a recent downpour of rain after all the improvements done to the street.

**ADJOURNMENT:**

The November 5, 2019 regular meeting of the Steilacoom Town Council adjourned at 7:38 p.m.

**EXECUTIVE SESSION:**

At approximately 7:35 p.m., Councilmember Henderson moved and Councilmember Neal seconded to go into Executive Session for approximately 20 minutes to discuss personnel matters in accordance with RCW 42.30.110 paragraph g. No decisions would be made in Executive Session and no additional action would be taken by the Council this evening after the Executive Session.

At approximately 7:55 p.m., the Executive Session was concluded and Mayor Pro Tempore Franklin adjourned the regular meeting.

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Town Administrator

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Mayor