

May 5, 2020

Steilacoom Town Council Minutes

CALL TO ORDER:
May 5, 2020

Mayor Lucas 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 Lucas, Councilmembers Neal, Henderson, Crumley, Franklin and Smith. Staff members in attendance were Town Administrator Loveless, Attorney Hoffman, Public Safety Director Yabe, and Public Works Director Burlingame.

Mayor Lucas led the attendees in the Pledge of Allegiance.

CONSENT CALENDAR:

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

1. Minutes of March 17, 2020 as amended
2. Approval of Payroll Checks #113273 - #113283 in the amount of \$140,165.93 and Approval of Payroll Checks #113423 - #113429 in the amount of \$239,507.34 and Approval of Payroll Checks #113442 - #113449 in the amount of \$143,089.10
3. Approval of Claims Checks #113363 - #113422 in the amount of \$289,245.58 and Manual Checks #113333 - #113334 & #113361 in the amount of \$1,232.77 and Approval of Claims Checks #113450 - #113490 in the amount of \$270,316.85 and Manual Check #113440 in the amount of \$152.94 and Approval of Claims Checks #113523 - #113556 in the amount of 155,169.45 and Manual Checks #113519 - #113520 & #113521 & #113557 in the amount of \$45,023.57
4. MOU – Pierce County Force Investigation Team (AB 2986)

Yes: All

Mayor Lucas announced his decision of assigning Sergeant Yabe as our new Chief and Director of the Department of Public Safety.

Chief Yabe reported the following:

- Reported that the department has had two deceased individuals, in separate incidents, found in nearby water. Pierce County Sheriff conducted those investigations. No foul play has been reported.
- We also had a fatality along the railroad tracks at Sunnyside Beach recently.
- Our officers have been involved with incidences with confirmed cases of COVID-19. They have a sufficient supply of personal protected equipment. All our officers are remaining healthy.
- The Department passed its ongoing and continuing audit regarding training.
- Staff is currently undergoing background checks for two openings within the department.
- Thanked Councilmembers for their questions and comments during the last couple of weeks.

May 5, 2020

Steilacoom Town Council Minutes

AUDIENCE INPUT:
Non-Agenda Items

No public comments.

NEW ITEMS:
SHSD – Childcare Services Agreement (AB 2987)

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

Councilmember Henderson moved and **Councilmember Neal** seconded to authorize the Mayor to enter into an agreement with Steilacoom Historical School District #1 for the Town to provide childcare services for the SHSD #1.

Yes: All

Gray & Osborne Inc. Scope of Services GIS Upgrades (AB 2988)

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

Councilmember Franklin moved and **Councilmember Henderson** seconded to approve the attached scope of work to Gray & Osborne Inc. in an amount not to exceed \$3,034.00.

Yes: All

Gray & Osborne Inc. Scope of Services Pavement Condition Rating; Town Arterials (AB 2989)

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

Councilmember Neal moved and **Councilmember Henderson** seconded to approve the attached scope of services to Gray & Osborne Inc. in an amount not to exceed \$7,820.00 to provide pavement condition ratings (PCI's) of Town arterials.

Yes: All

Community Center Registration Software (AB 2990)

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

Councilmember Henderson moved and **Councilmember Franklin** seconded to authorize the Mayor to enter into the appropriate documents with Civic Plus for an electronic registration system for use with the Community Services programs.

Yes: All

Evergreen Consulting Group, Scope of Services Electric Utility Conservation Programs (AB 2991)

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

No action was taken on AB 2991 pending further research by staff.

REPORTS:

Mayor

Mayor Lucas reported the following:

- Future Council meetings will be conducted like tonight with social distancing in place.
- Shared more information regarding the selection of Chief Yabe.
- The Mayor made the recommendation, to Council, of cancelling the 4th of July celebration in Town, including the fireworks and the summer concerts series.
- The Mayor is talking to SHMA about possible alternatives to the Salmon Bake and the Apple Squeeze celebrations.
- Staff is considering options for the Farmers' Market.
- There is competing guidance regarding when to open parks in the Town. Parking lots will remain closed. Beaches are scheduled to open on June 1st, pending guidance from the Governor.
- The Mayor gave Council an update on the CARES Act.
- Shared what to expect from BPA regarding future rates due to lost revenue during COVID-19.
- Gave a statewide update on COVID-19 cases and its effect on hospitals.
- Sales tax revenues are way down partly due to lack of car sales.
- Domestic violence rates have been increasing.
- There is talk about a special legislative session being called.
- Thanked the current and past Councilmembers and staff for decisions made allowing the Town to maintain debt free. This allows not having to let employees go like Tacoma and other municipalities.
- Look for the senior class music program caravan moving through Town possibly on May 28th.
- Complimented all the Town residents that are making masks.
- Look for information from Rebecca Morris regarding herbicide spraying and bees. The Mayor values her comments and recommendations.
- Gave Council the history of Farrell's Marsh and the status of Mr. Beaver.
- The Mayor is meeting with a local Girl Scout Troop to discuss the possibility of them supplying fresh garden vegetables to the Senior Meal site and the Food Bank.
- Gave Council an update on possible round-about funding.

Administrator

Town Administrator Loveless reported the following:

- Following the Governor's orders the Town is currently in phase I with COVID-19. The Community Center will remain closed except for the Senior Meal Site Program. Public Safety building is closed. If you need to talk to an officer you can make an appointment. Public Works building is open at reduced hours.
- Seasonal workers are starting this month. Equipment is being evaluated in order for staff to maintain safe distances away from each other.

Administrator cont.

- Regarding revenue for the Town, reduction of programs means reduced revenue for the Town. Fortunately, we are not a sale tax dependent community. Real estate excise taxes are being affected due to low home sales. Building permits and business licenses have been reduced. Gas taxes are down affecting revenue allocations. Court fines have been reduced due to less people traveling. With the parks closed, parking fees have been eliminated, reducing revenue for the Town. As long as schools are closed the SRO wages are not being paid through the school district budget. Following state guidelines, delinquency penalties on utility bills have been eliminated. Net revenue loss for the Town is estimated at 33-38 thousand dollars per month. The CARES funding being offered will do nothing in covering this revenue loss for the Town.
- The Steilacoom School District is considering a new maintenance facility possibly to be built next year.
- Several school caravans are being planned throughout Town.
- The We Love Steilacoom Food Bank has seen a doubling of people utilizing this service. The local Girl Scout program is now offering a home delivery service in coordination with the food bank. It has been gratifying to see many more food and monetary donations come in.
- Emergency food boxes are being passed out in conjunction with the school lunch program that is still operating. Approximately, 100 boxes per week are going out to families.
- Regarding annual spring spraying and bees, we are required to spray for noxious weeds and invasive species. The Town has a list of residents that are chemical sensitive. Notifications are delivered before spraying occurs. All appropriate procedures and protocols are being followed according to the regulatory agencies.
- Another Girl Scout project is a possible vegetable garden at the Community Center.
- Encouraged everyone to participate in the CENSUS.

Attorney

Attorney Hoffman reported no new litigation.

Public Works

Public Works Director Burlingame reported the following:

- In April staff was reduced to 25% of their scheduled time. May is 50% staffing levels in order to reduce COVID-19 exposure. Unfortunately, staff is performing the bare minimum tasks and we are getting behind.
- The Steilacoom School District maintenance facility is being planned. Staff is trying to prevent Sentinel Way from being cut into.
- During the construction of Steilacoom Blvd., PSE had to move a gas main at the pedestrian island at Puyallup Street and Steilacoom Blvd. For ADA standards PSE has been making corrective repairs.
- A Federal grant has been submitted for Old Military Road overlay.
- Flower baskets will be installed before the Memorial Day holiday.
- Repairs for the boat launch are still in negotiations with insurance.

Council

Councilmember Neal reported the following:

- Nice to see that everyone is healthy.
- Recommended everyone to look at the AWC information and encouraged involvement.
- Encouraged the Mayor to pursue State representatives to help contribute towards the round-about.

Councilmember Franklin reported the following:

- He would like the Town to investigate Union Street as a whole not to just concentrate on the round-about area.

Councilmember Henderson reported the following:

- The buses are currently working 70% less at this time. Essential service only due to putting drivers at risk for COVID-19.
- This Town is so fortunate in having Girl Scout troops that are very helpful. Hopefully, we will give them some special recognition.
- Asked if the food bank is doing well with donations. Answer: Yes, the community has stepped forward tremendously.
- Pleased about the appointment of Chief Yabe. Nice to see someone come up through the ranks.
- Asked if, on our website, we have a posting of the Town's emergency management plan. Answer: we are still trying to get the new plan certified. Encouraged staff to post policies as well for public access.
- Thought that spraying before the flowers are out was a good strategy. Hopefully, avoiding bees out pollinating.
- Unfortunate that misinformation is spread on social media sites regarding the beaver situation. Hopefully, the Town will make the right mitigation decisions with the Farrell's Marsh beaver.

Councilmember Smith reported the following:

- As a business owner, DOR was little help, when the requirement of submitting reports to Washington Employment Security by April 30th, businesses were notified on May 1st that that requirement was postponed to May 26th.
- Reported that he had no problem in purchasing a car lately.
- He keeps a mask in his pocket in case others are uncomfortable being around him without it.

Councilmember Crumley reported the following:

- The annual AWC conference has been cancelled for this year.

May 5, 2020

Steilacoom Town Council Minutes

ADJOURNMENT:

The May 5, 2020 regular meeting of the Steilacoom Town Council adjourned at 9:39 p.m.

Town Administrator

Mayor