

STEILACOOM TOWN COUNCIL

MINUTES

Steilacoom Town Hall

Tuesday, October 19, 2021

6:30 p.m.

A. Call to Order and Roll Call

1. **Mayor Muri** called the regular meeting of the Steilacoom Town Council to order at 6:30 p.m. on Zoom.
2. 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, 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 Smith** seconded to approve the Council Agenda of October 19, 2021.
 - i. **Yes:** All

D. Consent Agenda

1. *Minutes of October 5, 2021*
2. *Approval of Payroll Checks #116668 - #116674 in the amount of \$261,426.54*
3. *Approval of Claims Checks #116683 - #116741 in the amount of \$309,790.71 and Manual Check #116681 in the amount of \$22.40*
4. *Interlocal Agreement for Comprehensive Solid and Hazardous Waste Management Planning within Pierce County (AB 3114)*
5. *Commercial and Residential Energy Efficiency Program Reimbursement Agreement (AB 3116)*
6. *Set hearing date preliminary plat of The Bradford (AB 3118)*
7. *Election of Mayor Pro Tempore (AB 3120)*
 - i. **Councilmember Neal** moved and **Councilmember Smith** seconded to approve the following items on the consent calendar.
 1. **Yes:** All

E. Audience Input on Non-Agenda Items

1. No public comments.

F. Public Hearing

1. *2021-2022 Mid-Biennium Budget Adjustments (AB 3113) (Ord. 1649)*
 - i. **Mayor Muri** opened the public Hearing.
 - ii. **Administrator Loveless** delivered the staff report and answered questions from the Council.
 - iii. **Mayor Muri** invited public comments.
 1. No public comments.

- iv. **Councilmember Henderson** moved and **Councilmember Smith** seconded to close the public hearing.
 - 1. **Yes: All**
 - v. **Councilmember Neal** moved and **Councilmember Smith** seconded to adopt ordinance number 1649 amending the 2021-2022 Biennium Budget.
 - 1. **Yes: All**
- 2. 2022 General and EMS Property Tax Levies (AB 3109) (Ord. 1650 & 1651)**
- i. **Mayor Muri** opened the public Hearing.
 - ii. **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 Smith** seconded to close the public hearing.
 - 1. **Yes: All**
 - v. **Councilmember Neal** moved and **Councilmember Smith** seconded to adopt Ordinance #1650 requesting the County Assessor to levy taxes for emergency medical services with an estimated rate of approximately \$0.50/1000 of assessed valuation for an estimated levy amount of \$641,451.84.
 - 1. **Yes: All**
 - vi. **Councilmember Crumley** moved and **Councilmember Smith** seconded to adopt Ordinance #1651 requesting the County Assessor to levy taxes for the regular levy with an estimated rate of approximately \$1.6444/\$1,000 of assessed valuation for an estimated levy amount of \$2,109,649.58.
 - 1. **Yes: All**
- 3. Sign Code revisions (AB 3111) (Ord. 1648)**
- i. **Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Smith** moved and **Councilmember Henderson** seconded to continue the public hearing to the Council Meeting of November 2, 2021.
 - 1. **Yes: All**

G. Introduction

- 1. 2022 Salary Plan – Exempt Staff (AB 3117)(*)**
- i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Smith** moved and **Councilmember Neal** seconded to adopt the 2022 Pay Plans for the Director of Public Safety with a 11% adjustment from the 2021 Pay Plan, for the Director of Public Works with a 10% adjustment from the 2021 Pay Plan, and for the Town Administrator with a 7% adjustment from the 2021 Pay Plan.
 - 1. **Yes: All**
- 2. Steilacoom Citizens’ Fireworks Show – Request for Funding (AB 3115)(*)**
- i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Franklin** moved and **Councilmember Crumley** seconded to authorize reimbursement to the Steilacoom Citizen’s Fireworks Committee of \$7,812.50.
 - 1. **Yes: All**

3. **Facility Upgrades Agreement, Ameresco & WA. Dept. of Enterprise Services (AB 3119)(*)**
 - i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.
 - ii. **Councilmember Smith** moved and **Councilmember Henderson** seconded to approve the interagency amendment agreement and related funding approval for the 2021-2022 facilities energy upgrade project between the Town of Steilacoom and the Wa. Department of Enterprise Services, and authorize the Mayor to execute the necessary contract documents.
 1. **Yes:** All

H. Reports

1. **Staff**

- i. **Town Administrator Loveless** reported the following:
 1. The Town's Information Technology professional, Service Coordinator Gibelyou, and he met with the Town's web designers. The Town is in the process of updating the website and is scheduled to begin the redesign in February of 2022. He is soliciting photos of Steilacoom for the redesigned website now, however. The tech specs will be in the Around Town. If you would like to submit high quality photos of the Town for the website, please contact him.
 2. The Public Safety Advisory Board meets at 6:30 p.m. virtually tomorrow.
 3. The Parks, Community Services, and Proposed Environment Board met yesterday. They will meet again next month. The deadlines for proposed or revised resolutions to Council are in January.
 4. The League of Women's Voters is holding a candidate forum on Monday. You must pre-register to attend. He recommends that everyone attend.
 5. The Scout Food Drive bags will be distributed this Saturday with pick up next Saturday. This food drive is the largest single source for the We Love Steilacoom Association Food Bank. Donators can also bring their donations to Public Works or to the food bank at Steilacoom Community Church from 9:30 a.m. – 11:30 a.m. on Saturday. Checks can be made out to We Love Steilacoom Association or WSLA.
- ii. **Attorney Hoffman** reported no new litigation.
- iii. **Chief Yabe** reported the following:
 1. Our new officer, PJ Palma, has graduated from the academy. He has begun the next phase of his training, where he performs law enforcement while accompanied by a senior officer.
 2. At the end of this month, he will be submitting the first of multiple mandatory reports to the state, as a result of the police reform legislation this year. This report concerns military equipment they possess—their 12 gauge less lethal shotguns.
 3. Public Safety has, once again, passed their annual audit of criminal history database use by our officers.
 4. Earlier this week, there was an unexpected outage to county 911 systems. South Sound 911 notified them of the outage, and they posted the information on the department Facebook page. The problem that caused the outage has been remedied and 911 services should be back to normal.

5. Last week, our officers assisted Lakewood police in responding to multiple violent incidents. There was no force used by our officers and our officers acted in accordance with the legislation that was passed earlier this year. Of particular note is the challenge of taking a driver who is continuing to operate recklessly and threatens the safety of other drivers and pedestrians in the area into custody while law enforcement is unable to pursue that driver in a police vehicle.
6. This past weekend, they responded to a collision in Town that resulted in damage to Town property. The driver was uncooperative throughout the entirety of the investigation, and at one point appeared to attempt to flee the scene. These types of unknown risk incidents can quickly spiral out of control, as they don't know if the driver is intoxicated, enraged, experiencing a mental health crisis, or just lost. In this case, no force was used by our officers. This is a prime example of the benefits of having cameras and multiple Steilacoom officers on scene.

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

1. The roundabout contractor is installing medians currently. They are in various states of construction. Next week they will start survey staking for the center of the roundabout. Traffic control has been impressive so far, but keeping it moving while the center portion is being built will be a challenge. They are meeting on how to best address that challenge. He suggests avoiding that intersection for the next two weeks as much as possible.
2. They are reviewing plans for the Rigney Road Non-Motorized project for next year. They are starting to get into details on how the sidewalk and bike lanes will be constructed. The plan is to bid early next year.
3. They are also going to advertise for consultants to grind and overlay Rainier Street. Both this and Rigney Road are federally funded projects.
4. Their crew will look a little lean for a few weeks. There are three new hires who have to go through CDL training. They will attend truck driver school for three weeks, then receive internal training for snow and ice removal.

2. **Council**

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

1. He congratulated Director Burlingame on the roundabout. It seems to be going well. Traffic control has been great. He appreciates all Town staff during this time.

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

1. He informed everyone that they can sign up for text or email updates through Pierce County to get emergency information.
2. He encouraged townspeople who see something untoward going on in Town to say something. If the Council or police do not know, they cannot help. Using official means of communication is the best way to get issues addressed.

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

1. She agreed with Councilmember Neal that Steilacoom is blessed with departments that respond swiftly to issues. She appreciates their willingness to serve.

- iv. **Councilmember Franklin** reported the following:
 - 1. He noted that there are funds budgeting for hybrid meetings in 2021 and asked for an update. Administrator Loveless answered that we are working on a hybrid solution, but it will most likely be implemented in 2022.

- v. **Councilmember Crumley** reported the following:
 - 1. He asked Director Burlingame for an update on improving the turn onto Union Street from Cormorant Passage. Director Burlingame has submitted a work order to JBLM.
 - 2. He also requested an update on pickleball courts. One court is in Cormorant Park and is ready for use, the second will be installed in the spring of next year at Cherrydale Park.
 - 3. He inquired about what audio-visual equipment will be available for Council use under the hybrid meeting structure. Administrator Loveless replied that the answer is not certain yet.
 - 4. He thanked Administrator Loveless for his work upgrading the Steilacoom Municipal Code search engine. He has been doing research in the interest of making improvements.

3. *Mayor*

- i. **Mayor Muri** reported the following:
 - 1. He saw a post on Facebook from someone who had their truck broken into. He contacted him. The man had not reported the crime. He encouraged the citizen to report, and Public Safety responded promptly. He encouraged all citizens to report crimes as it helps our officers identify patterns and problems.
 - 2. He is looking forward to more visits to the police academy. In December he and Chief Yabe will attend the graduation of two more candidates.
 - 3. He met with the South Sound Housing Affordability Partners committee. He is interested in what comes out of that and thanks Council for voting to join the partnership.

I. Adjournment of Regular Meeting

- 1. **Councilmember Henderson** moved and **Councilmember Smith** seconded to adjourn the Town Council Meeting of October 19, 2021.
- 2. The October 19, 2021 regular meeting of the Steilacoom Town Council adjourned at 8:09 p.m.

J. Study Session

- 1. A study session to discuss Holiday Activities and the 2022 Legislative Priorities/Agenda was convened at 8:09 p.m. and adjourned at 8:41 p.m.

Town Administrator

Mayor