

STEILACOOM TOWN COUNCIL

MINUTES

Steilacoom Town Hall

Tuesday, January 18, 2022

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, and Grasher. Staff members in attendance were Town Administrator Loveless, Attorney Hoffman, Public Safety Director Yabe, West Pierce Fire & Rescue Chief Sharp, Public Works Director Burlingame, Town Planner Fortner, and Administrative Assistant Gibelyou.
3. Councilmember Franklin was excused.

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 January 18, 2022.
 - i. **All:** Yes

D. Presentation

1. Tax Increment Financing - Mill site
 - i. Bob Stowe, Rand Bellar, and Lee Striar gave a recap and update on plans for the former Abitibi Paper Mill site. The update included potential site designs and funding options.

E. Consent Agenda

1. *Minutes of January 4, 2022.*
2. *Approval of Payroll Checks #117202 - #117208 in the amount of \$266,343.23.*
3. *Approval of Claims Checks # 117209 - #117214 in the amount of \$312,143.98 and Manual Check # 117169 & #117171 - #117201 in the amount of \$285,072.85 and Claims Checks #117219 - #117251 in the amount of \$317,445.49.*
 - i. **Councilmember Henderson** moved and **Councilmember Neal** seconded to approve the items on the consent agenda.
 1. **Yes:** All

F. Audience Input on Non-Agenda Items

1. No public comments.

G. Action Items

1. *Interlocal Agreement – Fire Department Services (AB 3136)*

- i. **Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Neal** moved and **Councilmember Crumley** seconded to authorize the Mayor to sign the Interlocal Agreement for Fire Department Services with Pierce County Fire Protection District Number 3.
 1. **Yes:** All

2. *1514 Rainier Street – Fence Location (AB 3137)*

- i. **Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Crumley** moved and **Councilmember Henderson** seconded to direct the removal of the fence from the Town's right-of-way at 1514 Rainier Street.
 1. **Yes:** All

H. Introduction

1. *Requested Comp Plan/Zoning change (AB 3140) (*)*

- i. **Town Planner Fortner** delivered the staff report and answered questions from the Council.
- ii. **Mayor Muri** invited public comment.
 1. Karin Williamson – 506 Main Street & 1003 Blaine Street, Steilacoom: They took stewardship of a historic 6-acre farm in Steilacoom 9 months ago. They want to bless Steilacoom with free programs for kids. There are costs associated with renovations and hosting programs, however. They are hoping to hold weddings as a way to recover costs, but with Steilacoom's current licenses, wedding venues seem to be grouped in with bed and breakfasts. The proposed changes would only affect properties with an acre or more of land, of which there are few left in Town.
 2. Dar Sword – 825 Blaine Street, Steilacoom: To get to the property in question all traffic would have to go by their kitchen windows. She has no problem with this. There was a wedding there 30 years ago and they had no problems.
 3. Richard Babunovic – 712 Blaine Street, Steilacoom: He wondered if the proposal might be studied further rather than put to a yes/no vote immediately. He is a neighbor of the farm. He supports the approval of the proposal because it will help a disused farm to become a community asset. He concluded that to not study the use of this space would be a loss for the Town.
 4. Dianne Kimball – 1102 Eleanor Court, Steilacoom: Their property backs up to the farm in question. She is all for them having weddings and such. She does not think noise will be an issue on such a large property. Cars can be parked right on the property.
 5. Cheryl Beene – 1217 Walnut Lane, Steilacoom: She supports studying this request. She knows the property owners and their hearts. She thinks their work will be a valuable addition to Town. Her son had a wedding at this property years ago and the neighbors commended the lack of disturbance the event caused. She does not think saying no will help the community.
 6. Angela Combs – 1308 Randolph Court, Steilacoom: She agrees with the prior speakers and believes the request should be considered. The farm is a showcase of

local beauty that could be a boon to community. Further research is the minimum action that should be taken, in her opinion.

- iii. **Councilmember Neal** moved and **Councilmember Henderson** seconded to recommend remanding the request from Karin and John Williamson to amend the Comprehensive Plan and zoning ordinance to allow outdoor activity businesses involving weddings and other celebrations to the Planning Commission.

- 1. **Yes:** All

2. ***Body and in-car camera video procurement (AB 3141) (*)***

- i. **Chief Yabe** delivered the staff report and answered questions from the Council.
- ii. **Councilmember Henderson** moved and **Councilmember Crumley** seconded to authorize the Mayor, or his designee, to procure body and in-car cameras consistent with the Axon price quotations.

- 1. **Yes:** All

3. ***Parking Regulations – SMC 10.16 (AB 3142) (Ord 1655) (*)***

- i. **Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. **Mayor Muri** invited public comment.
 - 1. Cynthia Endicott – 2309 Cincinnati Street, Steilacoom: She had a question about SMC 10.16.100. She asked if it was common for people to store their trailers, boats, campers, etc. on Town streets. Administrator Loveless answered that citizens are not supposed to, and many letters are sent informing people of violations. She additionally commented that their street is very narrow and parking along the side of the street has great impacts on delivery drivers. They are often unable to safely drive to their destination addresses when people park along the street, and there is no place for them to turn around.
- iii. **Councilmember Neal** moved and **Councilmember Crumley** seconded to adopt Ordinance 1655 amending various sections of SMC 10.16.

- 1. **Yes:** All

I. Reports

1. ***Staff***

- i. **Town Administrator Loveless** reported the following:
 - 1. The Town has two positions open: Farmers' Market Coordinator and Meter Reader. Please send interested people to our Human Resources Director, Micki Sterbick.
 - 2. Covid has impacted both our staff and our programs. Junior Explorers is closed this week due to an outbreak.
 - 3. Masks and hand sanitizer can be found at Public Works and the Community Center.
 - 4. He is working with LeMay to schedule a confidential document shredding event. This will hopefully take place in May.
 - 5. The We Love Steilacoom Association annual meeting will be held on February 15, virtually, from 5-6 p.m. The Public Safety Advisory Committee meeting is tomorrow, virtually. It starts at 6:30 p.m. The Parks, Community Service, and Environment Committee meeting will be Monday, January 24 at 6:30 p.m. It will also be held virtually. Agendas for the committee meetings will up on the website tomorrow.

- ii. **Attorney Hoffman** reported no new litigation.

- iii. **Public Works Director Burlingame** reported the following:
 - 1. Our crews continue to be busy. Between the snow, rain, and wind, we had some localized flooding and a few fallen trees. They are assessing other trees for safety and potential removal. The crew has done a lot of clearing in the aftermath of the storms.
 - 2. The Annual Tree-cycling event run by Boy Scout Troop 71 had a beautiful day. Public Works supplied dumpsters; the troop received the trees. The trees are eventually ground up at LeMay and brought back as woodchips chips and topsoil. They raised \$700.
 - 3. No news on the Roundabout Project. They are waiting for nicer weather to stripe, and the streetlights are backordered. The lights will probably come in a few weeks.
 - 4. They are reviewing 60% plans for the Rigney Road Non-Motorized Project from Gray & Osborne. They will be replacing the asphalt path with a curb, gutter, sidewalk, and bike lane configuration. It is a federally funded project. A lot of permitting is involved but they are working through it.
 - 5. They are negotiating with KPG Engineering for the Rainier Street Grind and Overlay Project. They recommend approval of this contract to KPG instead of Gray and Osborne, in part because the primary design engineer of Rainier Street is working for them. The scope of work will be before Council at the February 1 meeting.
 - 6. HVAC upgrades are moving forward. The Community Center is being outfitted with heat pumps and HVAC currently. Town Hall will be updated after that. Lastly, there will be lighting improvements for the Community Center, Town Hall, Public Works, and Public Safety. That contract was awarded to Ameresco. They are working with our current HVAC company, Air Systems.
 - 7. They are reviewing engineer drawings for water, sewer, storm water, street design, electric, etc. for the new plat on union avenue, brought before Council under the name The Bradford.

- iv. **Fire Chief Sharp** reported the following:
 - 1. They added a fifth medic unit this last year. That is located at Station 24 in Oakbrook, which serves Steilacoom. A small emergency vehicle was also added to respond to lower acuity calls, freeing up a fire engine for use. Starting April 2, they will have a second fire battalion chief position. They had scaled back with the recent recession, but they are finally able to fund the additional position once more.
 - 2. He appreciates their relationship with Steilacoom.

- v. **Police Chief Yabe** reported the following:
 - 1. Over the weekend, Public Safety was dispatched to a suspicious vehicle stopped upon the ferry dock. On site review of surveillance video suggested the vehicle was purposefully parked at the location and intentionally abandoned. In consideration of the multiple highly conspicuous targets nearby, such as the Special Commitment Center passenger ferry, the Pierce County vehicle ferry, and the Burlington Northern Railroad crossing, ferry personnel notified the U.S. Coast Guard for support. Public Safety also contacted the Pierce County Sheriff Hazardous Device Response Unit. While these efforts were in-progress, officers

located the driver, who was suffering from mental health crisis. The incident was resolved without further issue. Ferry boarding was delayed during the event, and the railroad tracks through town were closed for over an hour, however no trains were delayed due to the closure.

2. Last week, officers responded to a report of a person suffering an apparent medical emergency. Our officers were on scene within three minutes of being dispatched and found the patient without a pulse and not breathing. They began CPR. West Pierce Fire & Rescue arrived about two minutes later and assumed care of the patient. The phone call was made to 911 immediately upon the event occurring, which means that they had healthcare provider level CPR being administered, followed by advanced life support care, within about six minutes of the event. Due to the efforts of responders on scene, the patient's pulse and breathing was established and they were transported to the emergency room for further treatment.
3. He has submitted his initial input to the Attorney General's Office regarding their proposed model use of force policy. When it is released, this policy should help agencies around the state continue to adapt to the dramatic changes that resulted from last year's session.
4. The legislative session has since begun and looks to be picking up right where things left off last year. So far, he has provided over six hours of direct feedback to our local representatives regarding the challenges we continue to navigate as a result of last year's session.
5. Last week, in cooperation with nearly a dozen police and fire partners throughout the county, Public Safety has joined a group subscription for a countywide, comprehensive emergency notification system. They are currently coordinating training and implementation of the new system and hope to go live this spring.
6. Our partnership with the West Pierce Emergency Management Coalition has officially begun, and they have hit the ground running. Through this partnership, they are looking to reinforce our emergency management and disaster response capabilities.
7. In an effort to keep their hiring list fresh, they are looking to host oral boards next month. Many thanks to our Civil Service Commission for all of their work in helping refine their interview scoring criteria.
8. Email invitations for next month's training session regarding tear gas deployment have been distributed.
9. Their first new officer, PJ Palma, has completed his field training and will begin his full-time career with the department. The feedback from his trainers has included that he is very compassionate with our citizens on our roadways. We are very fortunate to have him as a member of the team.

2. *Council*

i. **Councilmember Crumley** had no reports.

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

1. She attended the board retreat for the Steilacoom Historical Museum Association last week. They have a large volunteer community, but many individuals were discussing how they are tired and unable to continue in their current capacity. She wanted to keep the question of how we engage youth volunteers and conduct outreach at the forefront of everyone's minds as we move into spring.

2. She has been learning about the trees we have in Town and thanked Councilmember Henderson for her work on the tree subcommittee.
3. Free Covid tests are available at covidtests.gov. Families can get 4 free tests per household.

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

1. She had a question relating to replanting trees at Norberg Estates. Hot conditions last summer resulted in a number of lost trees. Administrator Loveless knows there is a plan to replant but was unsure of the timeframe. He plans to check on this with Town Planner Fortner.
2. At the January 4 Council Meeting there was going to be a study session on Street and Subdivision names that got postponed due to the late hour. She wished to know when that would be held. It has been moved to the February 1 meeting.
3. She also brought up the zoning ordinance from the July 20 Council Meeting. While they did not adopt the ordinance, there were some updates it contained that she is interested in revisiting. She was wondering if there is an upcoming date where they can take a second look at that portion of the code now that it has been reviewed by the Planning Commission. Administrator Loveless answered that Town Planner Fortner has been focusing on Sign Code, amongst other items, and there is no scheduled date to revisit that portion of the code at this time.
4. She noted that when the windstorm came and the tides were high, a flotilla of debris was broken off the marina and washed up at Saltar's Point. Administrator Loveless noted that this concern would be discussed during the Executive Session.

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

1. Given the changes that are being proposed for rating grant applications, the chances that we will receive future grants for roadwork projects are slim. We will need to move forward assuming that we will be self-funding future improvements.
2. The Public Safety Advisory Committee is meeting tomorrow. They will be bringing forth their goals and projects for 2022. He is looking forward to it.
3. He provided a legislative update. They are meeting online. As a result, it is easy to comment on proposed legislation or submit written testimony. He encourages people to think about taking advantage of this.
4. State revenues are projected to be up over 900 million dollars. The state revenues are robust.
5. He shared some of the proposed bills that he finds troublesome concerning housing code, election years, body cameras for police officers, and firearms at public meetings.

3. **Mayor**

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

1. We continue to be beset by challenges such as inflation and supply chain issues, and hiring challenges across the country. He believes in working hard to retain employees, and is glad to hear of some of the proposed changes for law enforcement after the last legislative session.

J. Adjournment of Regular Meeting

1. **Councilmember Neal** moved and **Councilmember Grasher** seconded to adjourn the Town Council Meeting of January 18, 2022 into Executive Session to discuss Potential Litigation pursuant to RCW 42.30.110 paragraph (ii) in accordance with RCW 42.30.110 (1)(b) for approximately 30 minutes after a five minute reprieve.

K. Executive Session

1. An Executive Session to discuss Potential Litigation pursuant to RCW 42.30.110 paragraph (ii) in accordance with RCW 42.30.110 (1)(b) started at 8:13 p.m. and lasted approximately 30 minutes. No decisions would be made in the Executive Session and no additional action would be taken by the Council after the Executive Session.

L. Adjournment of Executive Session

1. The January 18, 2022 executive session of the Steilacoom Town Council adjourned at approximately 9:38 p.m.

Town Administrator

Mayor