

# STEILACOOM TOWN COUNCIL

## MINUTES

Tuesday, April 5, 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 6:30 p.m. 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, Town Planner Fortner, 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 Neal** moved and **Councilmember Grasher** seconded to approve the Council Agenda of April 5, 2022.
  - i. **All:** Yes

### D. Proclamation

1. *Arbor Day - 2022*

### E. Consent Agenda

1. *Minutes of March 15, 2022*
2. *Approval of Payroll Checks #117581- #117589 in the amount of \$169,566.69*
3. *Approval of Claims Checks #117626 - #117690 in the amount of \$270,951.95 and Manual Check #117579 in the amount of \$1,125.00*
4. *Set date – School District Comp Plan/rezone (AB 3161)*
5. *Set date – Event Business Comp Plan/zoning code (AB 3162)*
6. *Interagency Agreement, Center for Natural Lands Mgt. (AB 3163)*
7. *Declaration of Surplus Equipment – Public Safety Body Armor (AB 3164)*
  - i. **Councilmember Crumley** moved and **Councilmember Franklin** seconded to approve the items on the consent agenda.
    1. **Yes:** All

### F. Audience Input on Non-Agenda Items

1. No public comments.

### G. Public Hearing

1. *Sign Code Revisions (AB 3111)*
  - i. **Mayor Muri** opened the public Hearing.
  - ii. **Town Planner Fortner** delivered the staff report and answered questions from the Council.
  - iii. **Mayor Muri** invited public comments.
    1. No public comments.
  - iv. **Mayor Muri** closed the public hearing.

- v. **Councilmember Henderson** moved and **Councilmember Neal** seconded to direct staff to prepare an ordinance incorporating the changes approved, with the inclusion of alarm signage as exempt, for Council consideration during the April 19, 2022 Council meeting.
  - 1. **Yes:** All

#### H. Action Items

##### 1. *Parking Regulations – Cincinnati Street (AB 3158)*

- i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. **Public**
  - 1. *Sarah Luthy — 2305 Cincinnati Street, Steilacoom:* Her and her husband have lived at this address for 35 years. She noted that parking has always been a problem. People often miss that it is a dead end and need space to turn around. She believes that removing what little parking exists is not in the best interest of everyone who lives on this street. Any businesses that come to service homes on this street have used that wider part of the street for parking. She has never witnessed people abuse parking in that area. She believes Council previously made a hasty decision, and while glad to see a greater effort on the Town's part to notify neighbors of the Council meeting, noted that the meeting time on those notices was incorrect.
  - 2. *Deborah Turpin — 2011 Nisqually Street, Steilacoom:* Cincinnati Street is where their driveway is located. She agrees with Ms. Luthy's comments. She is puzzled by why parking on this street would be considered a problem. She has never perceived any indication that most neighbors think the section of the street in question should be a no parking zone. Personally, she has a unique parking situation due to her use of a wheelchair. She cannot get into most homes, so her house is a gathering place. They do sometimes have three or four cars come and they park up on the wider part of the street since her car requires a large buffer around it for her lift. She provided some additional feedback at the request of Staff and Council due to her 38 years of residency.
  - 3. *Michael Shaw — 2311 Cincinnati Street, Steilacoom:* He lives across the street from the parking area in discussion. He reported that parking there is rarely used. Most of parking he has seen has been related to contractors or friends of the neighborhood. It seems to him that that parking is necessary for these various purposes.
  - 4. *Eugene McBride — 2307 Cincinnati St, Steilacoom:* He thinks that restricting parking is nice idea but illogical. People need to park at the area in question sometimes.
  - 5. *Christina McDougall — 506 Stevens Street, Steilacoom:* She was surprised and disappointed that the parking prohibition bill passed without notification to her household and her neighbors. She does not feel that there is an issue with parking there. She believes people should be able to park freely along the road since there is room there and not on the other side. She was glad that Council chose to revisit the topic.
- iii. **Councilmember Neal** moved and **Councilmember Grasher** seconded to adopt ordinance number 1958 amending Appendix C of the Steilacoom Municipal Code and allowing parking on the south side of Cincinnati Street from Stevens Street west to the end of the road.
  - 1. **Yes:** All

#### I. Introduction

1. ***BKI Design Scope of Work, BPA/Tacoma Interconnection Project (AB 3148)***
  - i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.
  - ii. **Councilmember Henderson** moved and **Councilmember Neal** seconded to approve the attached design scope of work as submitted by BKI Engineering Services for the BPA/Tacoma Interconnection Project in an amount not to exceed \$46,200.00 and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.
    1. **Yes: All**
2. ***Hearing Examiner Agreement (AB 3160)***
  - i. **Town Planner Fortner** delivered the staff report and answered questions from the Council.
  - ii. **Councilmember Franklin** moved and **Councilmember Henderson** seconded to approve the Hearing Examiner Agreement between the Town of Steilacoom and Stephen Shelton, attached, and authorize the Mayor to sign it on behalf of the Town.
    1. **Yes: All**
3. ***Rigney Rd. Non-motorized Improvement Project, Design Supplement #1, Gray & Osborne Inc. (AB 3165)***
  - i. **Public Works Director Burlingame** delivered the staff report and answered questions from the Council.
  - ii. **Councilmember Franklin** moved and **Councilmember Neal** seconded to approve supplement #1 to the Rigney Rd. Non-motorized Improvement Project, intended to add the design of new and replacement electrical facilities to the project, and authorize the Mayor to sign the necessary contract documents on behalf of the Town of Steilacoom.
    1. **Yes: All**

J. Reports

1. ***Staff***
  - i. **Town Administrator Loveless** reported the following:
    1. The Kiwanis sponsored Easter Egg Hunt will be taking place Saturday, April 16, at 10 a.m. at Cherrydale Elementary. Jan Lucas is heading the event and looking for volunteers.
    2. There are two land use issues the Town has taken action on. Notices have been sent to the marina owner concerning a derelict structure and a property owner operating an unlicensed bed and breakfast. The marina owner has until the end of the month to respond and the bed and breakfast owner seems to have ceased advertising. He requested that all concerns regarding these matters be directed toward him and not discussed elsewhere.
    3. The website redesign process is moving forward. There is an internal look scheduled for May 10.
  - ii. **Attorney Hoffman** reported the following:
    1. No new litigation against the Town.
    2. He reiterated Administrator Loveless's request that any concerns about potential litigation be directed to Mr. Loveless or himself.
  - iii. **Chief Yabe** reported the following:
    1. Since their most recent meeting, Public Safety responded to an incident of domestic violence involving a firearm at an apartment complex near Steilacoom

High School. Thanks to our school resource officer, the school was placed into lockdown immediately after the call went out. Responding officers ensured safety at the scene and the welfare of the victims. Our patrol sergeant, detective, and our newest officers continued their investigation over the following days and arrested the suspect, who was booked into jail under suspicion of multiple violent felony charges. With the partnership of both the DuPont Police Department and the Thurston County Sheriff's Office, the suspect was taken into custody without using any force.

2. In just the past two weeks, our state has hosted two memorial services for police officers shot and killed in the line of duty. Our officers helped support our partner agencies with patrol shift coverage so the local officers could attend the memorial services. The combination of these events serves as a reminder of the real life challenges police officers face every day.
3. CodeRED, our new emergency notification system, has over 200 distinct points of contact registered in the short time that it has been available. No notifications have been disseminated yet.
4. Some of our officers received a compliment from one of our residents. The resident's neighbor was having a house alarm malfunction and their alarm company was unable to assist them. The neighbor turned to Public Safety, and they remedied the alarm malfunction.
5. Sgt. Chris Bailey has become certified as a first level supervisor. This is a state-mandated course of study required of every patrol sergeant in law enforcement.
6. Later this month, they are hosting legal update training for our officers on the most recent law changes.
7. The last of our three newest officers has completed field training and all three are working patrol shifts. They are getting each officer scheduled to complete their EMT training.

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

1. They are working on installing the last of the improvements on the Roundabout Project. The striping is the only thing left. Surveyors came to mark it out. Stripe Right, a subcontractor, will be out there putting down permanent striping when we have a break in the rainy weather. He asked that citizens be patient as we wait for that break.
2. They are continuing work on designs of the Rainier Grind and Overlay. This project will include correction of ADA ramps along Rainier Street. The Steilacoom Boulevard Improvements Project is still in the design phase of the project. They are trying to get that project going after the 4<sup>th</sup> of July celebration.
3. They are working on finishing the design of the Rigney Road Project so they can go out to bid. Construction is to take place during the summer. The plan to incorporate bike lanes may be changing. The definition of pollution generating impervious surface has changed from the past to include bicycle lanes in this category which, given the increased review time, will eliminate a bike lane from this project.
4. The findings of the coastal erosion engineer should be in hand this week for the Sunnyside Seawall Project. Once the Town has that opinion, it will be possible to finish up the design. They are trying to get the project out to bid for completion this summer. There is a narrow window of opportunity for work between July 15-September 15 due to spawning ground protection.

## 2. **Council**

- i. **Councilmember Crumley** had no reports.
- ii. **Councilmember Franklin** reported the following:
  1. He inquired about hotel prices and protocols for an upcoming training event. There are no specific answers at this time.
  2. Reading about other police departments got him wondering if Council should discuss retention bonuses. The mayor has had some discussions about it and will be looking into options for the upcoming contract renewals.
  3. He stated his desire that the relevant neighborhoods receive word of the two upcoming items that would adjust our comprehensive plan. Administrator Loveless pointed out that the Planning Commission has had extensive commentary with most of the neighbors. Councilmember Franklin just wanted to make sure we avoid surprising citizens.
- iii. **Councilmember Grasher** reported the following:
  1. She thanked Council for passing the Agenda Bill donating surplus body armor.
  2. She thanked the 15-20 volunteers, including Mayor Muri, for their participation in the Sunnyside beach cleanup. The next cleanup will be at a to-be-determined date in May.
  3. On March 16 there was an incident between pets in Steilacoom. An out-of-Town animal attacked a smaller resident dog. She sent an email about the incident. She noted that Steilacoom Municipal Code 8.08 discusses animals but noted that a peer-reviewed study of the topic suggests most codes may not be sufficiently detailed.
  4. She thanked the Tree Subcommittee. They recently discussed increasing the tree count in town. April 18 will be their next meeting. She encourages community members to be involved.
  5. National Night Out will be the first Tuesday of August, same as across the nation. She is looking forward to collaborating with West Pierce Fire & Rescue, Town Council, and school board members. More details will follow.
- iv. **Councilmember Henderson** reported the following:
  1. She thanked Councilmember Grasher for her leadership with the Parks Committee and the energy she is devoting to Council.
- v. **Councilmember Neal** reported the following:
  1. He thanked citizens who logged on and bore with the change in meeting time.
  2. He agreed that Council needs to look at notifying citizens who may be impacted by upcoming bills. He pointed out that those who receive utility bills electronically do not get the Around Town, one of the locations where notifications are printed.
  3. He attended the Lucas Landing dedication. He recommended parking down at the ferry landing and walking to the ferry terminal to view the plaque honoring the late Mayor Lucas.
  4. The Association of Washington Cities sent out a legislative update newsletter to Council members. He noted that there was a survey of legislative priorities included in it and asked Council members to fill it out.

3. *Mayor*

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

1. Due to National Night Out, the August 2 Council Meeting will take place at 5 p.m. with a shortened agenda.
2. The Lucas Landing event was wonderful. In addition to the dedication of Lucas Landing, the ferry also celebrated their 100<sup>th</sup> anniversary three days later.

K. Adjournment of Regular Meeting

1. **Councilmember Franklin** moved and **Councilmember Crumley** seconded to adjourn the Town Council Meeting of April 5, 2022.
2. The April 5, 2022 regular meeting of the Steilacoom Town Council adjourned at 7:44 p.m.

---

Town Administrator

---

Mayor