

STEILACOOM TOWN COUNCIL

MINUTES

Tuesday, May 17, 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 6:00 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 Franklin** moved and **Councilmember Crumley** seconded to approve the Council Agenda of May 17, 2022.
 - i. **All:** Yes

D. Consent Agenda

1. *Minutes of May 3, 2022*
2. *Approval of Payroll Checks #117811 - #117818 in the amount of \$223,575.63*
3. *Approval of Claims Checks #117823 - #117867 in the amount of \$295,246.27 and Manual Checks #117819 - #117822 in the total amount of \$213.91*
 - i. **Councilmember Crumley** moved and **Councilmember Neal** seconded to approve the items on the consent agenda.
 1. **Yes:** All

E. Audience Input on Non-Agenda Items

F. Public Hearing

1. *Schmitt B&B CUP (AB 3171)*

- i. **Mayor Muri** opened the public Hearing.
- ii. **Town Planner Fortner** delivered the staff report and answered questions from the Council, with additional comments by applicant Carrie Schmitt.
- iii. **Mayor Muri** invited public comments.
 1. *Sonia Holmes – 2115 Rainier St, Steilacoom:* She had questions about how many bedrooms there are and what the applicant plans to do with her children when there are guests. The applicant will only have one child with her part-time and will only have guests when she is not there. The house officially has three bedrooms and forth room that could work as a bedroom.
- iv. **Councilmember Crumley** moved and **Councilmember Neal** seconded to close the public hearing.
 1. **Yes:** All
- v. **Councilmember Neal** moved and **Councilmember Franklin** seconded to approve Ordinance 1663, thereby approving a Conditional Use Permit to allow Carrie Schmitt to operate a Bed and Breakfast Inn at 214 Cedar Street under the conditions set forth in the

permit, as amended, so that Item 9 pertaining to breakfast is removed and new item, Item 13, is added, allowing signage under the sign portion of the Steilacoom Municipal Code.

1. **Yes:** All

G. Action Items

1. *Planning Commission Meetings (AB 3168) (Ord 1662)*

- i. **Town Administrator Loveless** delivered the staff report and answered questions from the Council.
- ii. Council requested staff prepare an amended report for action at the June 7, 2022 Council Meeting.

H. Introduction

1. *Sunnyside Seawall Project, Engineering Supplement #2 Gray & Osborne Inc. (AB 3172)*

- 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 Amendment #2 to the engineering design scope of work for the Sunnyside Park seawall repair project and authorize the Mayor to sign the necessary contract documents.

1. **Yes:** All

I. Reports

1. *Staff*

- i. **Town Administrator Loveless** reported the following:
 1. He was notified today that the Town received a grant from the Chambers-Clover Creek Watershed Council to fund our installation of the pond leveler at Farrell's Marsh. The grant is for \$2,500, which will be about half of the installation cost.
 2. We continue to have staffing issues. This has led the Town to limit our summer camp numbers. We do not have the staff to take the maximum number of kids the facility can hold. Please send applicants the Town's way.
- ii. **Attorney Hoffman** reported the following:
 1. He attended a municipal attorneys conference last week. He brought back some good information that he has shared with Town staff.
 2. No new litigation.
- iii. **Chief Yabe** reported the following:
 1. Last week, one of our apartment complexes in Town suffered a significant structure fire. There were no reported injuries and displaced residents were assisted with alternate living arrangements. He is still checking into a possible cause of the fire, but there is no current indication of any criminal activity related to the fire.
 2. Our next new hire officer is on track to begin in early June. The final steps of the background investigation are being completed.
 3. Supervisors have received their initial training in our new officer wellness program. They are planning to provide department-wide training tomorrow, and he expects to have the system in full operation by June.
 4. As staffing allows, we are continuing to send our officers to the state-guided 40-hour crisis intervention training course. This training is not required under state law but is an enhancement beyond the quantity of training required by law.
 5. Another reminder about our upcoming large-scale test of our emergency notification system, Steilacoom Alert. That test is scheduled for June 14 at 11

a.m. Additional reminders are being disseminated via weekly updates, the department Facebook page, and the Around Town.

6. He attended an update meeting today regarding National Night Out. He also met with the Public Safety Department Subcommittee of our Public Safety Advisory Committee regarding plans for regular neighborhood meetings later in the year.
7. He is in contact with the Pierce County Ferry Department regarding coordination of ferry lane enforcement ahead of the coming summer.

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

1. The Roundabout Project is complete and signed off on. Pierce County has been billed for reimbursements.
2. Looking to the future, the Town has applied for a grant for the grind and overlay of Rigney Road in 2025. The nonmotorized project will likely do some damage to the roadway, so the Town is already looking to that preservation grant.
3. They are putting the finishing touches on the design of the Rigney Road Nonmotorized Project. They deleted the bike lane portion and that amendment has received approval.
4. Core samples have been taken for the Rainier Grind and Overlay Project. Since it is a truck route street, we want to be careful to build something that will last.
5. Usually, flower baskets are put up before Memorial Day Weekend. Because of cold temperatures this year, basket hanging is delayed. The nursery is currently not recommending taking the baskets out of the greenhouse until after that weekend. In the meantime, Public Works will still install the flags.
6. Please point summer hires our way. Public Works is also struggling to obtain adequate staff for summer work.

2. **Council**

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

1. Last week was National Police Week. He thanked Chief Yabe for his service.
2. He asked Public Works Director Burlingame about a couple of dead trees leaning over the roadway near Union Avenue and Cormorant Drive. Director Burlingame responded that Joint Base Lewis-McChord, the responsible party for that section of road, has been notified.

ii. **Councilmember Franklin** had no reports.

1. He echoed Councilmember Crumley's comment thanking Chief Yabe and our other officers for their work.

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

1. She requested more details from Chief Yabe on two car thefts that occurred in Town. He did not have more details but was able to answer a follow-up question on catalytic converter thefts. There have not been any in the last few months. She brought up the possibility of holding an event that identifies citizen's catalytic converters to deter theft.
2. She brought up the challenge of turning onto Union from Cormorant and wanted to know if measures have been taken. We have not made an official speed change request, but Chief Yabe has had discussions pertaining to increasing visibility.
3. She thanked staff for installing the signage restricting fishing at Salter's Point Park.
4. She provided a Parks, Community Services, and Environment Advisory Committee update. There are nine members who meet on the third Monday of the

month at 6:30 p.m. Their purpose is to provide information, outreach, and research pertinent topics to make recommendations to Mayor and Council. They have a very broad scope that is divided into many subcommittees, which she outlined and provided updates on.

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

1. National Night Out is planned for Tuesday, August 2 from 6-8 p.m. It will be a block party style event, with multiple locations across Town. West Pierce Firefighters have committed to the event in addition to our own Public Safety officers. She continues to have planning meetings.
2. The next Sunnyside Beach cleanup is June 4 at 8 a.m. Please bring gloves if you have them. She will have grabbers but would welcome extras.
3. She attended the Pierce County Human Services Committee Meeting as a member of the Behavioral Health Advisory Board. 25 applications were passed.
4. She thanked the Garden Club. They will be putting up a Memorial Day wreath early next week.
5. She also thanked Chief Yabe and the other officers for their work and gave a little history on National Police Week.
6. It is Public Works week. She thanked Director Burlingame and his team for their work.

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

1. He thanked all Town staff and voiced his opinion that the Town is very lucky.
2. In the next few meetings Council will need to decide Town voting delegates for the Association of Washington Cities Conference. He would like to add this item to the next meeting agenda.
3. The Public Safety Advisory Committee meeting is tomorrow evening. They have been surveying citizens and have received a lot of responses. They are looking to have another survey that targets the high school demographic in the near future. Survey results and recommendations will be presented to Council.
4. He is glad to know the Roundabout Project is done. Memorial Day Weekend will provide an excellent opportunity to evaluate its efficacy.
5. He thanked Councilmember Grasher for mentioning land use issues. The Puget Sound Regional Council has a document called Vision 2050. It will guide future land use planning. In addition, the Growth Management Act will require us to update our Comprehensive Plan. Planning policies will be updated the next time we take a look at it. It is very important that our Comprehensive Plan is approved for a variety of reasons, one of which is the likelihood that the Town will receive grants.

3. **Mayor**

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

1. He has been invited by the Pierce County Council to attend the District 6 meeting on May 25. It will be held at 6 p.m. at Lakewood City Hall. He will be giving an update on Steilacoom and the public is encouraged to attend.
2. The National Drive Electric event will be held on September 10 from 11 a.m. – 3 p.m. He is looking for people with full and partial battery operated cars to participate.
3. On the topic of grants, he received an email from Congressperson Strickland about an environmental restoration grant. They are looking into a this to help fund

Garrison Springs. No Town funds will be utilized, as the developer will be the one funding the project. If it comes through, it will enhance the Chambers Bay area.

4. He attended the birthday party of our oldest Town resident, who is now 106 years old.
5. He has requested that Director Burlingame give a presentation on our electric rates at some point. That may end up being a Kiwanis presentation.

J. Adjournment of Regular Meeting

1. **Councilmember Neal** moved and **Councilmember Crumley** seconded to adjourn the Town Council Meeting of May 17, 2022.
2. The May 17, 2022 regular meeting of the Steilacoom Town Council adjourned at 7:53 p.m.

K. Study Session

1. Council Meeting Options
 - i. A study session to discuss Council Meeting Options was convened at 7:53 p.m. and adjourned at approximately 8:00 p.m.

Town Administrator

Mayor