

March 17, 2020

Steilacoom Town Council Minutes

CALL TO ORDER:
March 17, 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, and Public Works Director Burlingame.

Mayor Lucas led the attendees in the Pledge of Allegiance.

CONSENT CALENDAR:

Councilmember Neal moved and **Councilmember Henderson** seconded to approve the following items on the consent calendar:

1. Minutes of March 3, 2020
2. Approval of Payroll Checks #113193 - #113198 in the amount of \$208,519.05
3. Approval of Claims Checks #113204 - #113268 in the amount of \$139,042.68
4. Set Fees for Franchise Applications (AB 2982) (Resolution #1179)
5. Amend Countywide Planning Policies (AB 2983) (Resolution #1180)

Yes: All

PRESENTATION:

Arbor Day 2020

AUDIENCE INPUT:
Non-Agenda Items

No public comments.

NEW ITEMS:
Declaration of Emergency –
COVID-19 (AB 2984)

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

Councilmember Franklin moved and **Councilmember Smith** seconded to concur with the Mayor and proclaim a state of emergency related to the novel coronavirus.

Yes: All

Union Avenue Roundabout Project – Supplement #1, Gray & Osborne, Inc. (AB 2985)

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

Councilmember Henderson moved and **Councilmember Crumley** to approve supplement #1 to the Gray & Osborne design scope of services for the Union Avenue Roundabout Project and authorize the Mayor to sign the necessary contract documents.

Yes: All

REPORTS:
Mayor

Mayor Lucas reported the following:

- The Mayor gave Council an update on COVID-19 and the coordination that is taking place with Steilacoom School District.

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- We have no staff members that are affected with this virus. Most staff members have been deemed essential at this time. No staff members are being laid off or fired.
- The Mayor will be talking to Congressman Heck tomorrow. Information about that conversation will be shared later.
- The Mayor shared his thoughts on the response of the federal government and the confidence he has in the American people to rally back from this upheaval.
- He shared what was discussed during the last Pierce County City & Town Mayors' Association meeting.
- The Mayor and staff are listening to webinars daily for the latest information regarding the virus. Far more people are recovering from the virus than dying in the State of Washington. All prevention procedures and other local organizations for help are listed on the Town's website.
- Regarding the death at the fish ladder, the Town was not the investigative agency in this case. Pierce County Sheriff is investigating. When we know more information about the case we will share.
- Reviewed a traffic fatality that recently occurred in Town that is under investigation.
- Encouraged Councilmembers to talk personally with Acting Chief Tom Yabe. The Mayor is planning on making a decision the first part of May as to whom he assigns to be Chief.

Administrator

Town Administrator Loveless reported the following:

- The rules regarding COVID-19 have been changing daily and sometimes hourly. The key seems to be to remain flexible.
- The Town has been coordinating with the Tacoma/Pierce County Health Department on a daily basis. Lots of conference call on what they are doing now and what they are recommending.
- There has been lots of coordination with the schools and how best to help them. Due to school mandates, the Town is looking at supplying child care services for the parents in critical need positions.
- Updated information has been posting on the Town website in the news and announcement section.
- The Town Community Center has discontinued all in-house recreational classes and activities. However, the Senior Meal Site, in coordination with Catholic Community Services, is still providing meals to seniors on a take-out basis.

Town Administrator cont.

- Regarding Town staff we are allowing limited tele-commuting. But not every position allows work off site. Extensive cleaning is taking place in every building.
- The Town has secured backup personnel from other jurisdictions and agencies if needed.
- South Sound 911 dispatch have screening protocols in place. They are asking more questions before having officers arrive to situations. West Pierce Fire and Rescue have taken the lead on potentially hazardous medical calls.
- Officers are being thoroughly trained as to how to protect themselves, what to look for, and what the symptoms are of this virus.
- Regarding the Public Works Department, we are encouraging utility customers to pay with check. Discouraging them for coming into the building. The roll-out program for paying bills on-line is still scheduled for May 13th.
- Reminded everyone of the Town's food bank for people in need. The hours and location is published in the Around Town. If people would like to donate canned fruit, non-perishables and pasta it would be helpful.
- Encouraged people to fill their 2020 census questionnaire on line.
- Reported that a sailboat, tied to the dock, became lodged under the dock creating a great deal of damage to the ramp. The mast was eventually cut off and the boat was secured. The possible owner was notified. The boat ramp is now closed until repairs can be done.

Public Works

Public Works Director Burlingame reported the following:

- Reported that his staff thoroughly understands that it is essential to provide safe water, sewage disposal and electricity to the public. All hands are on board and there are back-up plans if needed.
- Staff is looking at possible projects that may qualify for federal grant applications. Possibly a grind and overlay of Old Military Road during the years of 2023 & 2024.
- We do have an Eagle Scout candidate that has asked for an Eagle Scout project. Possibilities were discussed.

Council

Councilmember Franklin reported the following:

- He has noticed posts on Facebook that include restaurants that are offering take-out food in Steilacoom. It would be nice to support these establishments.

Councilmember Neal reported the following:

- In light of the hour, he suggested that the study session be delayed.

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Councilmember Henderson reported the following:

- The Pierce Transit Board Composition meeting that was to take place on March 25th has been postponed.
- Thanked Town Administrator Loveless for including a nice article in the Around Town regarding washing cars and causing soap to be discharged into the Sound.
- Recently spoke to a resident who had received two fraud calls. Councilmember Henderson asked if she could include a small article in the Around Town warning people of the danger.
- She observed many drivers along Rigney Rd. turning at the Library on to Steilacoom Blvd. and crossing into the far lane of traffic. She suggested a white line be repainted on the street as a possible traffic control device.
- She shared that beavers have returned to Farrell's Marsh and that a Hydraulics Project Act permit is required to modify a beaver dam.
- Wondered if this would be a good time to start some park & trail projects with residents that may have extra time on their hands due to the virus.

Councilmember Crumley reported the following:

- He is pleased to hear that the Town staff is well prepared for the COVID-19.

Councilmember Smith had no comment.

ADJOURNMENT:

The March 17, 2020 regular meeting of the Steilacoom Town Council adjourned at 8:56 p.m.

Town Administrator

Mayor