

October 20, 2020

**Steilacoom Town Council Minutes**

**CALL TO ORDER:**  
October 20, 2020

**Mayor Lucas** called the regular meeting of the Steilacoom Town Council to order at 6:30 p.m. electronically on Zoom.

**ROLL CALL:**

In attendance were Mayor Lucas, 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 Bollman.

**Mayor Lucas** led the attendees in the Pledge of Allegiance.

**CONSENT CALENDAR:**

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

1. Minutes of October 6, 2020
2. Approval of Payroll Checks #114579 - #114586 in the amount of \$146,879.07
3. Approval of Claims Checks #114588 - #114646 in the amount of \$172,672.42

Yes: All

**AUDIENCE INPUT:**  
Non-Agenda Items

No public comments.

**PUBLIC HEARINGS:**  
**2019-2020 Biennium Budget  
Amendments (AB 3011)  
(Ordinance #1626)**

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

**Mayor Lucas** opened the public hearing and invited comments from the audience. No one spoke.

Yes: All

**Councilmember Neal** moved and **Councilmember Smith** seconded to close the public hearing.

Yes: All

**Councilmember Henderson** moved and **Councilmember Smith** to adopted Ordinance #1626 amending the 2019-2020 Biennium Budget.

**2021-2022 Biennium  
Budget (AB 3012)  
(Ordinance #1627)**

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

**Mayor Lucas** opened the public hearing and invited comments from the audience. No one spoke.

Yes: All

**Councilmember Neal** moved and **Councilmember Henderson** seconded to close the public hearing.

Yes: All

**Councilmember Franklin** moved and **Councilmember Henderson** to adopted Ordinance #1627 adopting the 2021-2022 Biennium Budget.

**PUBLIC HEARINGS:**

**2021 EMS Property Tax Levy (AB 3019) (Ordinance #1628)**

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

**Mayor Lucas** opened the public hearing and invited comments from the audience. No one spoke.

**Yes: All**

**Councilmember Franklin** moved and **Councilmember Smith** seconded to close the public hearing.

**Yes: All**

**Councilmember Neal** moved and **Councilmember Smith** to adopted Ordinance #1628 requesting the Emergency Medical Services levy with an estimated rate of approximately \$0.3489/\$1,000 of assessed valuation for an estimated levy amount of \$396,992.36.

**2021 General Property Tax Levy (AB 3019) (Ordinance #1629)**

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

**Mayor Lucas** opened the public hearing and invited comments from the audience. No one spoke.

**Yes: All**

**Councilmember Franklin** moved and **Councilmember Smith** seconded to close the public hearing.

**Yes: All**

**Councilmember Smith** moved and **Councilmember Henderson** to adopted Ordinance #1629 requesting the Regular Property Tax levy with an estimated rate of approximately \$1.8101/\$1,000 of assessed valuation for an estimated levy amount of \$2,059,616.20.

**ACTION ITEMS:**

**Electric Utility Rate Adjustments (AB 3015) (Ordinance #1622)**

**Town Administrator Loveless and Public Works Director Burlingame** delivered the staff report and answered questions from the Council.

**Councilmember Henderson** moved and **Councilmember Franklin** to adopted Ordinance #1622 modifying the Electric utility's customers' rates effective January 1, 2021.

**Yes: All**

**Water Utility Rate Adjustments (AB 3016) (Ordinance #1623)**

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

**Councilmember Smith** moved and **Councilmember Neal** to adopted Ordinance #1623 modifying the Water utility's customers' rates effective January 1, 2021.

**Yes: All**

**ACTION ITEMS:**

**Sewer Utility Rate  
Adjustments (AB 3017)  
(Ordinance #1624)**

**Yes: All**

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

**Councilmember Neal** moved and **Councilmember Smith** to adopted Ordinance #1624 modifying the Sewer utility's customers' rates effective January 1, 2021.

**Storm Drain Utility Rate  
Adjustments (AB 3018)  
(Ordinance #1625)**

**Yes: All**

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

**Councilmember Henderson** moved and **Councilmember Smith** to adopted Ordinance #1625 modifying the Storm Drain utility's customers' rates effective January 1, 2021.

**2021 Unrepresented  
Employees' Pay Plan (AB  
3022) (Resolution #1184)**

**Yes: All**

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

**Councilmember Franklin** moved and **Councilmember Crumley** to adopted Resolution #1184 implementing the unrepresented employees' pay plan for 2021.

**NEW ITEMS:**

**Revisions to Frequently  
Flooded Areas  
Regulations (AB 3025)  
(Ordinance #1630)**

**Mayor Lucas** introduced AB 3025.

**Revisions to Wireless  
Communications  
Regulations (AB 3026)  
(Ordinance #1631)**

**Mayor Lucas** introduced AB 3026.

**CARES Program  
(AB 3027)**

**Yes: All**

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

**Councilmember Franklin** moved and **Councilmember Smith** to authorize the Mayor and staff to expand the COVID-19 Response program's award amounts as proposed.

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**NEW ITEMS continued:  
Facility Use and Rental  
Fees (AB 3028)  
(Resolution #1185)**

**Yes: All**

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

**Councilmember Crumley** moved and **Councilmember Neal** to adopt Resolution #1185 amending the Steilacoom Municipal Code-Fee Schedule-Appendix D-Subpart 13.

**School Resource  
Officer – Amendment to  
Interlocal Agreement  
with SHSD (AB 3030)**

**Mayor Lucas** introduced AB 3030.

**Administration Building,  
Interior Lighting Retrofit  
(AB 3031)**

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

**Councilmember Neal** moved and **Councilmember Smith** to approve the bid to Lumenal Lighting for the retrofit of all existing interior lighting within the Town of Steilacoom Administration Building at 1715 Lafayette St. in an amount not to exceed \$11,169.88, and authorize the Mayor to sign the necessary contract documents on behalf of the Town.

**Yes: All**

**Administration Building  
Reroof Project Chang  
Order #1**

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

**Councilmember Neal** moved and **Councilmember Smith** to approve change Order #1 to Preferred Roofing Inc. for the purpose of installing new gutters on the Administration Building located at 1715 Lafayette St. as part of the re-roof project previously approved via Agenda Bill 3024 on October 6, 2020, and authorize the Mayor to sign the necessary documents on behalf of the Town of Steilacoom.

**Yes: All**

**REPORTS:  
Mayor**

**Mayor Lucas** reported the following:

- The Mayor recommended reading a recent News Tribune article from the Steilacoom Superintendent of Schools, Kathi Weight.
- Reviewed requirement for a News Tribune endorsement and the Mayor's thoughts regarding sales tax and mental health funding.
- Pierce County, under the CARES Act, may try to push money out to restaurants in an attempt to encourage in-client dining. More information in the coming months.

**Administrator**

**Town Administrator Loveless** reported the following:

- Ballots were mailed out on Friday. He encouraged everyone to be an early voter and trust the process.
- New Council laptop computers have arrived. Look for those to be delivered to Councilmembers in December after everything is added.
- The walkthrough for prospective janitorial services was performed today.
- The school district has put on hold their plans to build a new maintenance building behind the Steilacoom High School due to costs. They are interested in having discussions regarding the Town's old shop site property.
- Lots of discussions are taking place as to when school will be back in person.

**Attorney**

**Attorney Hoffman** reported no new litigation.

**Public Safety**

**Chief Yabe** reported the following:

- Testing for a new patrol officer continues.
- One of our officers is currently in quarantine due to a possible COVID-19 exposure. That brings our total up to 5 officers that have been directly affected.
- Lots of positive comments from the school district regarding SRO Justin Hamrick.
- We received notice that the US Department of Justice will be reimbursing the Town for our recent body armor purchases.
- This month our officers trained with Lakewood police on less lethal shotgun tactics and emergency driving.
- Shared that one of our officers was required to use "use of force" to prevent a resident from harming themselves this week.
- Encouraged everyone to vote as early as possible to avoid traffic congestion around the Steilacoom Library.
- On a fun note, the month of November is a no shave month for the department. The money saved by not shaving is donated to organizations for cancer prevention and awareness.

**Public Works**

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

- Thanked the Mayor for his positive comments regarding his crew members. The Mayor recently witnessed crews banding together during an emergency major water main break in Town.
- The Administration building projects continue. The re-roofing is complete.
- The Marietta lift station upgrades is going out to bid this month. This will be a good wintertime project.
- Looking at the forecast this weekend, it looks cold. Crews are preparing to brine the streets if needed.

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**Council**

**Councilmember Smith** reported the following:

- He stated that the ballot drop box at the Steilacoom Library is not a drop box at all. You have to get out of your car to deposit your ballot.

**Councilmember Crumley** reported the following:

- Regarding the Council laptops, he shared that he would provide his own Mac if needed.

**Councilmember Henderson** reported the following:

- She commented that if you bicycle to vote you don't have to get out of your car.

**Councilmember Franklin** had no comment.

**Councilmember Neal** reported the following:

- He participated virtually in an AWC's Cities on Tap program. This seminar was very informative as to what's going on around the state. He reviewed topics that were shared.
- AWC is working with the Governor's office trying to change the proclamation on open public meetings, which would allow us to meet again face to face.
- The State Legislature will be all virtual this year. AWC anticipates far less bills being passed. No lobbyists or the public will be allowed to testify.
- Mark your calendar for AWC's City Action Days on February 10<sup>th</sup> & 11<sup>th</sup>.

**ADJOURNMENT:**

The October 20, 2020 regular meeting of the Steilacoom Town Council adjourned at 8:39 p.m.

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**Town Administrator**

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**Mayor**