

January 5, 2021

Steilacoom Town Council Minutes

CALL TO ORDER:
January 5, 2021

Mayor Lucas called the regular meeting of the Steilacoom Town Council to order at 6:30 p.m. virtually 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, Town Planner Fortner, Administrative Assistant Bollman and Assistant Gibelyou.

Mayor Lucas led the attendees in the Pledge of Allegiance.

CONSENT CALENDAR:

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

1. Minutes of December 1, 2020
2. Approval of Payroll Checks #115005 - #115010 in the amount of \$213,679.97 and Approval of Payroll Checks #115083 - #115090 in the amount of \$147,262.44
3. Approval of Claims Checks #115033 - #115082 in the amount of \$278,601.53 and Manual Check #115004 in the amount of \$4,710.08 and Approval of Claims Checks #115124 - #115186 in the amount of \$112,439.01 and Approval of Claims Checks #115187 - #115188 in the amount of \$266,623.00
4. Removal of Properties from the Historic District Contributing Properties Listing (AB 3042) (Ordinance #1633)
5. Adoption of 2018 Building and Fire Codes (AB 3044)(Ordinance #1634)
6. Correction of Zoning Map (AB 3045) (Resolution #1188)
7. Continuation of Hearing for Norberg Estates Phase II (AB 3046)
8. Cafeteria Plan Adoption (AB 3047) (Resolution #1187)

Yes: All

Mayor Lucas pulled AB 3049-Modification to the Animal Control Regulations for a later date.

AUDIENCE INPUT:
Non-Agenda Items

No public comments.

NEW ITEMS:
Public Safety Collective Bargaining Agreement January 1, 2020 through December 31, 2022 (AB 3043)

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

Councilmember Franklin moved and **Councilmember Smith** seconded to authorize the Mayor to sign the Collective Bargaining Agreement between the Public Safety Teamsters Local Union Number 117 and the Town of Steilacoom.

Yes: All

NEW ITEMS cont.
Limited Scope of Work –
Marietta Lift Station (AB
3048)

Yes: All

REPORTS:

Mayor

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

Councilmember Smith moved and **Councilmember Crumley** seconded to approve supplement #1 to the Marietta St. Lift Station Improvement Project, adding up to \$29,200.00 in construction management services to the original Gray & Osborne scope of work for this project.

Mayor Lucas reported the following:

- Political changes have occurred in the 28th District and in Pierce County. He welcomed them to the Legislative Council.
- He gave us an update of the vaccine roll-out for COVID-19. He stated, to be prepared, that there may not be any civic events in Town this year if the COVID trends continue.
- He recently received a letter from a local Brownie Troop. It contained several suggestions of possible improvements staff may want to consider in Town.
- Recognized Adam & Astor Faulk for their food bank toy contribution and L.J. Rohrer and the Kiwanis Club for their community toy distribution at Christmas. Great programs.

Administrator

Town Administrator Loveless reported the following:

- Our new janitorial company has started. Good feedback so far.
- Staff met with Steilacoom School District representatives to talk about their interest in the old shop site. More information to come.
- Staff is busy with year-end procedures and moving into the next year.
- We are currently working on job descriptions for a Building Inspector and a Code Compliance Officer.

Attorney

Attorney Hoffman

- Reported no new litigation.
- To avoid litigation, he recently prepared memos for Councilmembers and the Planning Commission regarding the nature of hearings that will be presented to Council in the coming months.

Public Safety

Chief Yabe reported the following:

- Last month, our officers assisted a neighboring police agency with a major incident at a residence, involving firearms and threats of harm. After an hour-long standoff, the incident was resolved peacefully.
- Several officers partnered with Cherrydale Elementary parents to record some virtual story time reading for the students.

Public Safety cont.

- Today, we passed a regular audit by the Washington State Patrol regarding our use of the criminal history database.
- Last week, we completed an audit through King County Emergency Management for our participation in a regional catastrophe training event.
- Last week, many of our officers received their first doses of the COVID-19 vaccine. The vaccine was made available to all our officers, but it is not a requirement for anyone to receive the vaccine.
- Since our last meeting, we've had two more officers undergo quarantine for COVID-19. Both officers have since returned to work with no lasting impacts so far.
- Last month we had one use of force incident. Our officers assisted another police agency in apprehending a felon that fled through Town.
- We are still working to hire our next officers.
- As shared last month, Chris Bailey has been selected as our next patrol sergeant. Therefore, we are now looking to select our next detective. We are looking to select from within for the position.
- Officer Kasey Bentz has accepted an offer of employment with another police agency. She will be missed and we wish her the best.

Public Works

Public Works Director Burlingame reported the following:

- Reviewed construction projects taking place in Town, such as the Marietta Lift Station and the round-about project. Fine tuning of these projects are taking place by staff.
- Transportation Improvement Board grant documents have been signed.
- The Rigney Rd. non-motorized improvement project is getting started by soliciting for consultants. This project is utilizing federal grant funding.
- With the construction sites and all the rain that we have had, staff is busy working with contractors to eliminate the potential of illicit discharge potentials.
- Reported that the Sunnyside Park seawall is starting to separate from the bank. King tides have not helped the situation. Professionals will be brought in to assess the damage and what might be done to correct the hazard.

Council

Councilmember Smith had no comments.

Council cont.

Councilmember Crumley reported the following:

- With all the rain that we have had, it's good to hear that the Town Hall basement hasn't flooded.
- He commented that on the Town's website the search tool for our municipal code is not very user friendly.

Councilmember Henderson reported the following:

- She thanked Attorney Hoffman for his guidance regarding his memos concerning hearings. It was very helpful.
- She thanked Town Administrator Loveless for passing an article on to Councilmembers regarding land use decisions. She is advocating that both the land use map in the comprehensive plan be the same as the zoning map in Town.
- Happy to see that we are posting more documents on the website. The more the public sees what Councilmembers are reading, the more they are prepared to provide informed opinions.

Councilmember Franklin had no comments.

Councilmember Neal reported the following:

- Congratulations to Councilperson Henderson for receiving the Advanced Certificate of Municipal Leadership from Association of Washington Cities. We all benefit with her continuing educational efforts.
- He shared information regarding Pierce & King County COVID-19 testing opportunities including home testing.

ADJOURNMENT:

The January 5, 2021 regular meeting of the Steilacoom Town Council adjourned at 7:37 p.m.

STUDY SESSION:

A study session to discuss Short-Term Rentals and 2021 Legislative Priorities was convened at 7:38 p.m. and adjourned at 8:22 p.m.

Town Administrator

Mayor