

## MEMORANDUM

**To: Mayor Muri and Members of the Town Council**  
**From: Paul Loveless, Town Administrator**  
**Date: December 17, 2021**  
**Subject: Updates**

### Administration:

#### ***Upcoming Meetings:***

Council Meeting – January 4, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85406745609>

Planning Commission – January 10, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/89768121465>

Civil Service Commission – January 6, 2022, at 2:00 PM.

Zoom Invite: <https://us02web.zoom.us/j/81805876078>

Preservation and Review Board – January 26, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/85715346151>

Parks, Community Services, and Environment Advisory Committee – December 20, 2021, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/81390909621>

Public Safety Advisory Committee – January 19, 2022, at 6:30 PM.

Zoom Invite: <https://us02web.zoom.us/j/86282869486>

#### ***Town Offices Closed:***

Town offices will be closed Friday December 24<sup>th</sup> and Friday December 31<sup>st</sup>.

#### ***See Something – Say Something:***

If you see something suspicious or if you have been a victim of a crime, please contact the Department of Public Safety. For in-process emergencies, call 911. For non-emergencies, please call either (253) 287-4455 or (800) 562-9800 or email [crimetips@ci.steilacoom.wa.us](mailto:crimetips@ci.steilacoom.wa.us).

#### ***Media Literacy:***

With an ever-increasing amount of information being available on social media, individuals are encouraged to become “media literate” and:

- Slow down and think about information provided on social media.
- Evaluate its plausibility considering alternatives.
- Always consider information sources, including their track record, their expertise, and their motives.
- Verify claims by checking other reliable sources before sharing them.

### Community Services:

#### ***Before and After School Care:***

Registration is now open for the Town of Steilacoom’s Before/After School Program for 2021-2022.

Club AM and PM is offering before and after school care for Kindergarten - 5th Grade school students every day with the exception of national holidays.

- Location: Cherrydale Elementary
- Pre-registration is required and payments can be made online, by phone, or by check.
- Multiple child discounts are available as well as Military and Free/Reduced Lunch qualified students.
- Discounts cannot be combined.
- Part-time and full-time rates now available!

Additional information and registration is available on the Town’s official website at <https://townofsteilacoom.org/156/Youth-Programs>.

***Winter Break Childcare:***

***The Town of Steilacoom is offering Winter Break childcare at Cherrydale Elementary.***

Winter Break Program Info

- o Dates: Dec. 20-23 and 27-30
- o Times: 6 a.m. - 6 p.m.
- o Location: Cherrydale Elementary
- o Registration, Information and Policies available at <https://townofsteilacoom.org/156/Youth-Programs>

***Free Adult Sewing Class:***

Learn to make a pillowcase with beautiful French seams. Lessons will teach you how to make French seams, quilt, create home décor, make fashionable clothing, and much more. Our instructors have more than 30 years' experience with a wide variety of sewing projects. Sewing machines and sewing tools are provided. Classes are held every Friday at the Steilacoom Community Center from 9 AM to noon. No experience necessary!

**Community Development:**

***Code Compliance:***

The Code Compliance Officer is focusing on accessory structures, primarily sheds, that are in the setbacks and inspecting construction sites for erosion control measures.

***Sign Code.***

The Town Council will review revisions to the sign code at their meeting on January 4, 2022.

***2022 Town Comprehensive Plan Amendment:***

The Town is now accepting applications for amendments to the Town's Comprehensive Plan for 2022. The Comprehensive Plan provides guidance for land use, economic development, housing, transportation, and utilities.

Approved amendments can result in changes to land use and zoning designations and regulations. Please contact Doug Fortner, Town Planner, at [doug.fortner@ci.steilacoom.wa.us](mailto:doug.fortner@ci.steilacoom.wa.us) or at 253.581.1912 for further information. Applications must be received by December 31, 2021

**Public Safety:**

Over the past week, 99 Public Safety incidents occurred in town, including the following:

Emergency and patrol incidents

- 4 medical aid responses
- 34 suspicious circumstance/security checks
- 1 response for persons in crisis/welfare checks
- 29 traffic stops
- 1 response for juvenile-related incidents
- 3 motor vehicle collisions
- 1 incident of parking enforcement

Crimes against persons

- 2 incidents of domestic violence/disturbance
- 1 incident of threats/harassment

Crimes against property

- 1 incident of theft
- 1 incident of trespassing

This week, South Sound 911 announced their Emergency Health Profile program, which allows for crucial life-saving information to be automatically shared with 911 during call or text without saying a word. Information can include pre-existing medical conditions, disabilities, allergies; behavioral health information, emergency contacts, and other relevant information about the caller or members of the caller's household. More information can be found here: <https://tinyurl.com/ycktkzeze>

A big thank you to our public works department. Despite the unexpected icy weather earlier this week, we experienced no collisions related to icy roads. Our public works department continues to effectively manage road conditions for our residents and guests.

Our final new police recruit for the year will graduate the academy this week. All our new recruits have performed well during training, and we are very excited to bring them on board.

Our months of longer nights are upon us, which can create increased opportunities for victimization by theft, such as catalytic converter theft and package theft. Please help Public Safety keep an eye out on our streets and report suspicious activity. Additional information about catalytic converter theft, to include tips to protect against theft, may be found here:

- <https://tinyurl.com/3rb8yzm6>
- <https://tinyurl.com/27v2a6ve>

In-progress emergencies can be reported directly to 911. To reach a police officer NOT during an emergency, please call either (253) 287-4455 or (800) 562-9800.

One of the unique aspects of the Town of Steilacoom is our connection with local wildlife. Unfortunately, sometimes that interface occurs when wildlife is found injured or deceased. Please find the following resources regarding injured or deceased wildlife:

- City of Lakewood Animal Control: <https://tinyurl.com/d7n3hjzn>
- Washington Department of Fish and Wildlife: <https://tinyurl.com/579d8k6d>

Please visit our department website (<https://tinyurl.com/2bz3jzey>) for assistance with:

- Concealed pistol license applications
- Online crime reporting
- Anonymous reporting of suspicious activity
- Reporting of persistent traffic concerns

The lobby of Public Safety is open Tuesdays through Fridays, from 9:00 am until 12:00 pm. Staff remain available by phone and appointment from 1:00 pm until 5:00 pm.

### **Public Works:**

#### ***Streets and Storm:***

##### Crew Emphasis:

The crew vactored catch basins; continued stormwater inspections for new developments; maintained storm facilities including drainage ditches and swales; blew and swept streets; assisted the Water/Sewer crew repair a water leak on 5<sup>th</sup> Street; and performed other maintenance activities.

##### Union Avenue Rainier Street Roundabout Project:

The roundabout is open for use. The project has been suspended until backordered streetlights arrive and permanent striping can be performed.

### ***Electrical:***

#### Crew Emphasis:

The crew assisted the Water/Sewer crew with the removal of the bypass pumps at the Marietta lift station; prepared the Marietta lift station and transferred it to the new three-phase power feed; hung the wreath at Town Hall; prepared a punch-list for the Tasanee development; and performed other maintenance activities.

### ***Water/Sewer:***

#### Crew Emphasis:

The crew removed the bypass pumps at the Marietta lift station; worked with the contractor on telemetry upgrades for the Marietta lift station; repaired a water service in the 600 block of 5<sup>th</sup> Street and a water service in the 600 block of Montgomery Street; inspected sewer installations in the 1500 block of Rainier Street and the 2900 block of Marietta Street; and performed other maintenance activities.

### ***Parks, Buildings and Grounds:***

#### Crew Emphasis:

The crew installed a wreath on Town Hall; continued sheet rock repairs at the Public Safety facility; cleaned up storm debris throughout all the facilities; and performed other maintenance activities.

#### Farrell's Marsh:

Staff along with members of the Parks, Community Services, and Environment Committee met with a representative from Beavers Northwest to discuss options related to the beaver dam in Farrell's Marsh. Further discussion is planned for the December 20, 2021, meeting.

### **Other:**

#### ***Christmas Tree Recycling:***

The annual Christmas Treecycling Drop-Off will be held on January 8<sup>th</sup>, 2022, from 9:00 a.m. to 3:00 p.m. at the Public Works (1030 Roe Street) utility yard. The annual event serves as a primary community recycling event and fund-raiser for Steilacoom Boy Scout Troop #71. A suggested minimum donation of \$3.00 per tree will be collected in support of the Scouts.

We can only accept Christmas trees that have been cleaned of all decorations including lights, tinsel, garland, nailed-on bases, etc. **Sorry, no flocked trees, wreaths or other vegetation accepted at this event.**

Residents who subscribe to the curbside yardwaste recycling may cut up their cleaned trees and place them inside their yardwaste cart for pickup on their regularly scheduled day.

Recycling your tree through our annual event supports both our community conservation efforts and the Scouts from Steilacoom Troop #71. Thank You and Happy Holidays!

#### ***Hand Sanitizer Gel:***

Hand sanitizer gel in 1-gallon containers is available at the Community Center or the Public Works facility free to Town of Steilacoom residents. Limit one per family per week.

Questions – Contact Paul Loveless at 253.581-1912 -- Town's Official Website - [townofsteilacoom.org](http://townofsteilacoom.org).