

**TOWN OF SOUTH PRAIRIE
REGULAR COUNCIL MEETING
TUESDAY, AUGUST 4, 2009, 7:00 PM
South Prairie Town Hall
121 NW Washington Street**

The following is a condensation of the proceedings and is not a verbatim transcript.

CALL TO ORDER:

Mayor Pro-Tem Laura Heideman called to order and presided over the Regular Council Meeting of Tuesday, August 4, 2009, at 7:02 PM.

ROLL CALL:

Council Members: Dave Lykstad, Laura Heideman, Gerald Boures, Mathieu Cameron and Karen Shell were present.

Also in attendance: Mart Kask, Town Planner; Tony Caldwell, Flood Damage Project Manager; Larry Harter, Utility Operator; and Marla Nevill, Clerk/Treasurer

FLAG SALUTE:

Mayor Pro-Tem Laura Heideman requested everyone stand for the "Pledge of Allegiance."

REVIEW AND APPROVAL OF AGENDA FOR AUGUST 4, 2009:

- ❖ **Councilor Karen Shell** moved to approve the Agenda for August 4, 2009. **Councilor David Lykstad** seconded the motion. **Motion carried unanimously.**

APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF JULY 7, 2009:

- ❖ **Councilor Dave Lykstad** moved to approve the Regular Council Meeting Minutes of July 7, 2009, as written. **Councilor Gerald Boures** seconded the motion. **Motion carried unanimously.**

APPROVAL OF BILLS FOR JULY 2009, IN THE AMOUNT OF \$29,646.33:

- ❖ **Councilor Karen Shell** moved to approve the bills for July 2009, in the amount of \$29,646.33 (twenty-nine thousand six hundred forty-six dollars and thirty-three cents). **Councilor Gerald Boures** seconded the motion. Council requested clarification on several bills, and Larry Harter answered these inquiries. No further discussion. **Motion carried unanimously.**

MART KASK – TOWN PLANNER REPORT:

Mart Kask presented the Town Planner Report (see Exhibit "A" attached). He stated we received grant funding to prepare the Buildable Lands Report. The grant amount was \$12,000, which covers South Prairie, Wilkeson and Eatonville, with South Prairie being the lead agency. He said the report was submitted and we are waiting for a letter from Pierce County accepting the report.

Mart Kask stated we are required to update the Shoreline Master Program, which will require a series of public meetings. He said this would be paid by a grant from Washington State Department of Ecology.

Mart Kask said CTED (Community, Trade and Economic Development) is now the Washington State Department of Commerce (WSDOC). He would begin working on updating the Comprehensive Plan and the Development Regulations that has to be completed by 2011. He said grant funding from the WSDOC would cover the costs for both projects.

Mayor Pro-Tem and Council Members thanked Mart Kask for his report.

UNFINISHED BUSINESS:

1) Resolution No. 303, Draft 2:

“A Resolution of the Town of South Prairie, Pierce County, Washington requesting that the Pierce County Auditor call for a Special Election in conjunction with the November 2009 General Election for consideration of a proposition to increase the Town’s Emergency Medical Services Property Tax Levy.”

- ❖ **Councilor Dave Lykstad** moved to approve Resolution No. 303, Draft 2. **Councilor Karen Shell** seconded the motion. **Motion carried unanimously.**

NEW BUSINESS:

None.

CITIZENS’ COMMENTS:

Gerald Boures requested a storm drain and catch basin be installed on the south side of SW Second Street approximately 175’ (one hundred seventy-five feet) from Emery Avenue South to reduce flooding of neighboring properties. Discussion followed.

MAYOR’S REPORT:

Mayor Pro-Tem Laura Heideman stated she did not have a report prepared.

PUBLIC WORKS’ REPORT:

Larry Harter stated he has two people from WorkForce installing the touch-read water meters. He said we have them for six months, so he could catch up on a few things. Discussion followed. **Councilor Mathieu Cameron** asked if some of the water meters were installed and working. **Larry Harter** said some were installed but not working yet. **Marla Nevill** asked if he had a wand to read the meters. **Larry Harter** said he put his name on the list at Skagit PUD for a touch-read wand. Discussion followed. **Larry Harter** said he also has a community service worker as well.

Larry Harter stated he received a message Monday morning that the Sani-can at the Veterans Park was full, but since they regularly service the unit on Tuesday’s, he did not call them out for a special service call. Discussion followed.

Marla Nevill updated the Council on the General Sewer Plan and the reasons we must prepare an approved plan. She requested authorization for Request for Proposals from our two on-call engineering firms for a General Sewer Plan. Discussion followed.

- ❖ **Councilor Gerald Boures** moved to authorize the Town Clerk to submit Request for Proposals to our two on-call engineering firms for a General Sewer Plan. **Councilor Karen Shell** seconded the motion. **Motion carried unanimously.**

Marla Nevill stated we have to replace the roof at the Well House and requested authorization to have the drawings modified to include installation of a removable man-door over the wellhead and change the pitch of the roof. Discussion followed.

- ❖ **Councilor Karen Shell** moved to authorize the Well House drawing modification to include the removable man-door and change the pitch of the roof. **Councilor Mathieu Cameron** seconded the motion. **Motion carried unanimously.**

PROJECT MANAGER REPORT – FLOOD DAMAGE:

Tony Caldwell stated the road was repaired at Emery and Highway 162; and the Fire Station/Community Center repairs were finished. The storm drain cleaning was 75% complete when their truck broke down. He said the storm drain cleaning would not come in within budget due to Tubbs Road and SE Third Street. There have been problems with the permitting to repair the sewer outfall. We were ready to proceed and the Army Corp of Engineers and National Fisheries stepped in. He met with representatives from both of these federal agencies. He stated there were problems with meeting the temperature requirement; but he was able to meet the requirement when it was re-checked in the afternoon. He said the target date to begin the sewer outfall repair is Monday. FEMA wants to re-evaluate the sewer outfall repair project; and he would meet with Steve Brewer from FEMA on Monday. He stated we are gambling on the fact that we will receive FEMA funding for these repair projects. Discussion followed.

Tony Caldwell stated they started cleaning out the storm drain by the Third Street Park. Discussion followed.

Tony Caldwell said about two years ago we dug out the ditch by SW Third Street. He said we need to replace the pipe and Larry is obtaining estimates. Discussion followed.

Tony Caldwell said we have to install shut-off valves at the Fire Station/Community Center as soon as possible. He said the cost for the valves is \$2800 and labor is \$1200. Tony said the storm drains come from the parking lot and drain into the creek. But, when the creek rises, it backs up into the parking lot from the storm drains. He said we would not need a JARPA permit, since we are staying back away from the stream. Discussion followed. Tony Caldwell said when the water comes up; we have to be able to shut the valves to keep the water from coming up through the storm drains. He said Pierce County Fire District #22 has offered to pay the cost of installing an oil-separator on the Fire Station side of the line. Discussion followed. Marla Nevill requested Council approval to apply for the AWC RMSA Loss Control Grant in the amount of \$1000 to help cover the cost of installing the shut-off valves. Discussion followed.

Tony Caldwell said he spoke to Evelyn Peters, and the funding requests were forwarded to the federal level of FEMA and we are waiting for approval.

Tony Caldwell requested Council approval to purchase pipe and repair the ditch on SW Third Street. Larry Harter said the catch basin is \$400, pipe (100') is \$762, or pipe (120') is \$914. Tony Caldwell explained that the extra twenty feet of pipe would be for under the driveway at the arena. He said now would be the time to complete these repairs since the ditch is dry. He hopes to fill in the ditch in the future. Discussion followed. Mayor Pro-Tem requested Council approval to install the shut-off valves in the storm drains at the Fire Station/Community Center; authorize the Town Clerk to submit a grant application to AWC RMSA for the shut-off valves; and authorize the Utility Department to purchase pipe and repair the ditch along SW Third Street.

- ❖ **Councilor Karen Shell** moved to authorize the purchase and installation of shut-off valves in the storm drains at the Fire Station/Community Center. **Councilor Gerald Boures** seconded the motion. **Motion carried unanimously.**
- ❖ **Councilor Dave Lykstad** moved to authorize the Town Clerk to submit a grant application to AWC RMSA in the amount of \$1000 to offset the cost of installing shut-off valves in the storm drains at the Fire Station/Community Center. **Councilor Karen Shell** seconded the motion. **Motion carried unanimously.**

- ❖ **Councilor Dave Lykstad** moved to authorize the purchase and installation of piping and catch basins to repair the ditch along SW Third Street. **Councilor Karen Shell** seconded the motion. **Motion carried unanimously.**

Tony Caldwell commented that if we receive funding from FEMA, we should come out okay. He concluded by summarizing the status of each project. Discussion followed.

CLERK'S REPORT:

None.

COUNCIL MEMBERS REPORT:

Councilor Mathieu Cameron asked what is the plan for the sewer outfall? **Tony Caldwell** said they would go in and remove the silt and rocks from that area. He said it would have to be monitored very closely. Discussion followed.

Councilor Laura Heideman said she checked on a policy to cover the STEP tanks; and there is no coverage available at all. She said the NFIP (National Flood Insurance Policy) was not as much as we were told; and we did get a partial refund. Discussion followed.

ADJOURN:

- ❖ At 8:12 PM, **Councilor Dave Lykstad** moved to adjourn the Regular Council Meeting of August 4, 2009. **Councilor Karen Shell** seconded the motion. **Motion carried unanimously.**



Laura Heideman, Mayor Pro-Tem



Marla Nevill, Clerk/Treasurer

9/1/09
Date Approved

Memorandum

TO: Mayor Peggy Levesque and
South Prairie Town Council
Gerald Boures
Mathieu Cameron
Laura Heideman
David Lykstad
Karen Shell

FROM: Mart Kask, AICP, PE
South Prairie Town Planner

SUBJECT: Mid-Year 2009 Progress Report

DATE: 4 August 2009

At Issue

The following is a mid-year report, listing the work done during the first half of 2009, work in progress, and work that will get underway during the second half of 2009.

Tasks completed, January – June 2009

- Preparation of a buildable lands report to Pierce County Planning and Land Services (paid by Pierce County grant)
- Representation of the Town of South Prairie at the Pierce County Growth Management Coordinating Committee and the Transportation Coordinating Committee (no charge)

Work in progress

- Assist Tony Caldwell with state and federal applications associated with repairing the flood damaged sewer outfall in South Prairie Creek (paid from sewer utility fund).
- Prepare an application to Washington State Emergency Management Division for a buyout of Terry C. Davis flood-damaged property at 25024 South Prairie Road East (paid by State grant).
- Update of the South Prairie Shoreline Master Program, required by the Washington State Department of Ecology (paid by WSDOE grant).

Exhibit “A”

- Continue representation of the Town of South Prairie at the Pierce County Growth Management Coordinating Committee and the Transportation Coordinating Committee (no charge).

Work to be initiated, July – December 2009

- Begin work on updating the Town of South Prairie 2007 Comprehensive Plan (paid by WSDOC grant)
- Begin work on updating the Town of South Prairie 1999 Unified Development Ordinance (paid by WSDOC grant)

CC: Marla Nevill, Town Clerk/Treasurer

Exhibit "A"