

**TOWN OF SOUTH PRAIRIE  
REGULAR COUNCIL MEETING  
TUESDAY, JANUARY 7, 2014, 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 Tony Caldwell** called to order and presided over the Regular Council Meeting of Tuesday, January 7, 2014, at 7:00 PM.

**ROLL CALL:**

**Council Members:** Jim Frank, Phil Marshall, Les Rossich and Stu Terry were present.

**Also in attendance:** Judge Ron Heslop; Marlys Jones and Barb Wigton, citizens; Mart Kask, Town Planner; James Morgan, Town Engineer; Larry Harter, Utility Operator; and Marla Nevill, Clerk-Treasurer.

**FLAG SALUTE:**

**Mayor Tony Caldwell** requested everyone stand for the “Pledge of Allegiance.”

**REVIEW AND APPROVAL OF AGENDA FOR JANUARY 7, 2014:**

❖ **Councilor Jim Frank** moved to approve the Agenda for January 7, 2014. **Councilor Stu Terry** seconded the motion. **Motion carried unanimously.**

**SWEAR IN MAYOR ANTHONY CALDWELL:**

**Marla Nevill** administered the Oath of Office for Mayor Anthony Caldwell.

**SWEAR IN LES ROSSICH, COUNCIL POSITION #3:**

**Marla Nevill** administered the Oath of Office for Les Rossich, Council Position #3.

**SWEAR IN JUDGE HESLOP:**

**Marla Nevill** administered the Oath of Office for Judge Ron Heslop.

**Brief Recess:** **Mayor Tony Caldwell** called for a brief recess 7:05 – 7:10 PM.

**ENGINEERING REPORTS - James Morgan, Town Engineer – On-Call Services:**

**James Morgan** stated the phone company has not applied for a right-of-way permit for work at the fire station. (See Exhibit “A” attached). Discussion followed.

**James Morgan** stated he had received quotes from surveyors for subdividing the fire station property. (See Exhibit “A” attached). Discussion followed. **Mayor Tony Caldwell** said the goal is to get the fire station separated from the rest of the lot.

**PLANNER REPORT – Mart Kask, Town Planner:**

**Comp Plan Update:**

**Mart Kask** said we have a contract with the Department of Commerce and have a signed agreement. We asked for the update schedule to be truncated. He sent the progress report to the State yesterday and we are moving on to Phase II. He said we should have the Comp Plan, Development Regulations and Critical Areas Code done sometime in April 2014. (See Exhibit “B” attached). He asked if the Council wanted the Public Hearing scheduled for 6:00 or 7:00 PM. Discussion followed. **Mayor Tony Caldwell** stated we would like to have the Public Hearing at 7:00 PM and go right into the Council Meeting.

**Shoreline Master Plan Update (SMP):**

**Mart Kask** said we now have the Comp Plan Update launched. He said the last time we discussed the Shoreline Master Program Update, he was instructed to wait until 2014 to address this issue. He said he would draft an argument to make our case that the fifty-foot buffer zone is adequate. He said he hopes we prevail. Discussion followed. **Mart Kask** said he would like to have Larry accompany him to take some measurements of properties along South Prairie Creek; so we can clearly state our argument to the Department of Ecology. We need to send out letters to the property owners to let them know we will be taking measurements. Discussion followed. **Mart Kask** said in regards to a variance, it would not only have to be approved by the Town but by Ecology. Discussion followed.

**Floodplain Management Audit Report:**

**Mart Kask** said we are still waiting for the Floodplain Management Audit Report from the Department of Ecology. Discussion followed.

**South Prairie RV Park – Relocation of RVs:**

**Mart Kask** said he has been working with the Mayor on this issue. Discussion followed.

**APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF DECEMBER 3, 2013:**

❖ **Councilor Phil Marshall** moved to approve the Regular Council Meeting Minutes of December 3, 2013. **Councilor Stu Terry** seconded the motion. Discussion followed. **Motion carried unanimously.**

**APPROVAL OF BILLS FOR DECEMBER 2013, IN THE AMOUNT OF \$80,061.87:**

❖ **Councilor Jim Frank** moved to approve the bills for December 2013, in the amount of \$80,061.87 (eighty thousand sixty-one dollars and eighty-seven cents). **Councilor Stu Terry** seconded the motion. Several questions were asked and answered regarding the December bills. **Motion carried unanimously.**

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**1) Appoint Mayor Pro-Tempore for January through June 2014:**

❖ **Councilor Jim Frank** moved to nominate Stu Terry as Mayor Pro-Tempore for January through June 2014. **Councilor Phil Marshall** seconded the motion. Discussion followed. **Motion carried unanimously.**

**2) Ordinance No. 537 – Adopting New Provisions Related to Vehicle and Traffic:**

❖ **Councilor Jim Frank** moved to approve Ordinance No. 537 – adopting new provisions related to vehicle and traffic. **Councilor Stu Terry** seconded the motion. Discussion followed. **Motion carried unanimously.**

**3) Ordinance No. 538 – Adopting New Provisions Related to the Criminal Code:**

❖ **Councilor Stu Terry** moved to approve Ordinance No. 538 – adopting new provisions related to the criminal code. Discussion followed. **Motion carried unanimously.**

**4) Ordinance No. 539 – Repealing Ordinance No. 534 and Adopting New Provisions Relating to Business Licenses and Regulations:**

❖ **Councilor Jim Frank** moved to approve Ordinance No. 539 – repealing Ordinance No. 534 and adopting new provisions relating to business licenses and regulations. **Councilor Stu Terry** seconded the motion. Discussion followed. **Motion carried unanimously.**

**5) Review Nuisance Ordinances from Other Jurisdictions – Direct Town Attorney to Draft Revised Ordinance:**

Tabled until the February 4, 2014 Council Meeting.

- 6) **Ordinance No. 542 – Repealing Ordinance No. 533 and Reaffirming Utility Connection Regulations, Rates and Charges and Reducing Annual Rate Increases from 10% to 5%:**
- ❖ **Councilor Jim Frank** moved to approve Ordinance No. 542 – repealing Ordinance No. 533 and reaffirming utility connection regulations, rates and charges and reducing the annual rate increases from 10% to 5%. **Councilor Stu Terry** seconded the motion. **Mayor Tony Caldwell** said Valley Water District is currently at a 5% annual increase. Discussion followed. **Councilor Jim Frank** said within 2-3 years the water and sewer bill would have been \$200 a month at the 10% annual increase; and this gives some relief to the rate payers. **Motion carried unanimously.**
- 7) **Vacancy for Council Position No. 5:**  
Tabled until the February 4, 2014 Council Meeting.  
**Mayor Tony Caldwell** said we have received “Letters of Interest” from two people for the vacant Council Position. Council asked Barb Wigton questions pertaining to her interest in filling the vacant Council Position. **Barb Wigton** stated her years of service as an elected official and also offered some background information. Discussion followed.
- 8) **Pierce County Road Maintenance Agreement – Amendment 1:**  
**Mayor Tony Caldwell** said in the past, we have had Pierce County put down de-icer when they are in the South Prairie area. **Councilor Stu Terry** said \$5,000 is a lot of money for road maintenance. **Mayor Tony Caldwell** said it costs \$3,200 just to clean the storm drains; and we have to clean the storm drains every year or every other year. **Councilor Jim Frank** said we don’t qualify for TIB (Transportation Improvement Board) funding because our roads are in good shape. Discussion followed.
- ❖ **Councilor Stu Terry** moved to approve the Pierce County Road Maintenance Agreement – Amendment 1. **Councilor Phil Marshall** seconded the motion. **Councilor Phil Marshall** asked about maintenance of the weeds along Highway 162. **Mayor Tony Caldwell** said the Washington State Department of Transportation (WSDOT) is responsible for maintenance in the State right-of-way along Highway 162. He said he contacted WSDOT and they trimmed the weeds and trees along Highway 162. Discussion followed. **Motion carried unanimously.**
- 9) **Review and Approval of the Fiscal Year 2014 Budget Document:**
- ❖ **Councilor Phil Marshall** moved to approve the Fiscal Year 2014 Budget Document. **Councilor Jim Frank** seconded the motion. Discussion followed. **Motion carried unanimously.**
- 10) **Bias Software Agreement:**
- ❖ **Councilor Stu Terry** moved to approve the Bias Software Agreement for 2014 and authorize the Mayor to execute the agreement. **Councilor Les Rossich** seconded the motion. Discussion followed. **Motion carried unanimously.**
- 11) **Authorize Payment of the Following January 2014 Bills Prior to the February Council Meeting:**  
1) Association of Washington Cities (AWC) Insurance Premium - \$17,132.00; 2) Association of Washington Cities (AWC) Membership Dues - \$216.00; 3) Pierce County Clerks and Finance Officers Association (PCCFOA) Dues - \$20.00; and 4) Bias Software Annual Agreement - \$2,070.74. (Total = \$19,438.74)
- ❖ **Councilor Stu Terry** moved to authorize payment of the above listed January 2014 bills prior to the February Council Meeting in the amount of \$19,438.74. **Councilor Les Rossich** seconded the motion. Discussion followed. **Motion carried unanimously.**
- 12) **Schedule Public Hearing for the Comprehensive (Comp) Plan Update for February 4, 2014, 7:00 PM, at the South Prairie Town Hall:**
- ❖ **Councilor Les Rossich** moved to schedule the public hearing for the Comp Plan Update for February 4, 2014, 7:00 PM, at the South Prairie Town Hall. **Councilor Stu Terry** seconded the motion. Discussion followed. **Motion carried unanimously.**

**CITIZENS' COMMENTS:**

None

**MAYOR'S REPORT:**

**Mayor Tony Caldwell** said the agreement with Valley Water District is held up until the South Prairie Creek RV Park and Valley Water District reach an agreement. We had a meeting with representatives from the South Prairie Creek RV Park and Valley Water District. It was verified by the representative from the South Prairie Creek RV Park that they have 105 RV spaces; and he said their website is advertising 110 spaces. He said we are currently billing them for 96 spaces. He asked the Council how they wanted to handle this issue. Discussion followed.

- ❖ **Councilor Phil Marshall** moved to authorize the Mayor to speak to the Town Attorney about issues pertaining to the South Prairie RV Park; and start billing the RV Park for 110 spaces effective immediately. **Councilor Jim Frank** seconded the motion. **Motion carried unanimously.**

**PUBLIC WORKS' REPORT:**

None

**CLERK'S REPORT:**

None

**COUNCIL MEMBERS REPORT:**

None

**ADJOURNMENT:**

- ❖ At 9:55 PM, **Councilor Stu Terry** moved to adjourn the Regular Council Meeting of January 7, 2014. **Councilor Phil Marshall** seconded the motion. **Motion carried unanimously.**

**Date Approved: February 4, 2014**