

**TOWN OF SOUTH PRAIRIE
REGULAR COUNCIL MEETING
TUESDAY, APRIL 7, 2015, 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:

At 7:00 PM, **Mayor Tony Caldwell** called to order and presided over the Regular Council Meeting of Tuesday, April 7, 2015.

ROLL CALL:

Council Members: Stu Terry, Roy Hanson, Jan Twardoski and Barb Wigton were present. Vicky Watkins was absent.

Also in attendance: Lisa Heyerdahl, Pierce County Library; Joe Mills, Amber and Sheila Jones, citizens; Jay Schulkin, Town Attorney; Mart Kask, Town Planner; James Morgan, Town Engineer, Judy Tremblay, Deputy Clerk-Treasurer and Marla Nevill, Clerk-Treasurer.

FLAG SALUTE:

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

REVIEW AND APPROVAL OF AGENDA FOR APRIL 7, 2015:

❖ **Wigton/Twardoski** moved and seconded to approve the Agenda for April 7, 2015, with the addition of an Executive Session at the end of the Council Meeting for approximately 45 minutes to discuss potential litigation. **Motion carried unanimously.**

PC READS PRESENTATION AND PROCLAMATION:

Lisa Heyerdahl, Pierce County Library, gave a presentation about the Pierce County Reads Program; and she brought extra copies of the featured book “The Boys in the Boat.” She stated the author would speak and sign books at the Clover Park Technical College on April 24, 2015. She stated they are promoting the “Read and Release Program,” that encourages everyone to read the book and pass it on to a friend. She asked that the Mayor sign the proclamation. Mayor Tony Caldwell signed the proclamation and thanked Lisa Heyerdahl for the presentation.

ENGINEERING REPORT:

James Morgan stated last month we had a Right-of-Way Permit application. The applicant requested an amendment to the application; and we allowed the amendment. Discussion followed.

PLANNER REPORT:

1) Comp Plan, Development Regulations and Critical Areas Code:

Mart Kask stated he has been working on the Comp Plan, Development Regulations and Critical Areas Code. Discussion followed.

2) Shoreline Master Program:

Mart Kask stated we heard from Sarah Cassal, Washington Department of Ecology (WDOE); and the Director of WDOE has signed off on the “Recommended” and “Required” changes for our Shoreline Master Program (SMP). He said we should be able to wrap up the SMP in May. Discussion followed.

3) Resignation:

Mart Kask stated he would be stepping down as the Town Planner as soon as these projects are wrapped up. He stated he is 81 years old and it is time for him to retire. Discussion followed.

APPROVAL OF REGULAR COUNCIL MEETING MINUTES OF MARCH 3, 2015:

❖ **Terry/Twardoski** moved and seconded to approve the Regular Council Meeting Minutes of March 3, 2015. **Mayor Tony Caldwell** requested changing “Toy” to “Tony” under the Clerk’s Report. Discussion followed. **Terry/Twardoski** moved and seconded to approve the Regular Council Meeting Minutes of March 3, 2015, with the requested correction. **Motion carried unanimously.**

APPROVAL OF BILLS FOR MARCH 2015 IN THE AMOUNT OF \$48,358.23:

❖ **Twardoski/Hanson** moved and seconded to approve the Bills for March 2015 in the amount of \$48,358.23 (forty-eight thousand three hundred fifty-eight dollars and twenty-three cents). Discussion followed. **Motion carried unanimously.**

CITIZENS’ COMMENTS:

None

UNFINISHED BUSINESS:

1) Ordinance No. 543 – An Ordinance of the Town of South Prairie, Pierce County, Washington, Repealing, Superseding and Replacing Ordinance No. 542 Related to Utility Connections, Regulations, Rates and Charges:

Mayor Tony Caldwell requested the Council table Ordinance No. 543 for further review by the attorneys.

❖ **Terry/Twardoski** moved and seconded to table Ordinance No. 543 until the May Council Meeting. Discussion followed. **Motion carried unanimously.**

NEW BUSINESS:

1) “Intent to Adopt” Comp Plan, Development Regulations and Critical Areas Code and authorize documents be sent to the Washington Department of Commerce for the 60-Day Review:

❖ **Terry/Twardoski** moved and seconded “Intent to Adopt” the Comp Plan, Development Regulations and Critical Areas Code and authorize documents be sent to Washington Department of Commerce for the 60-Day Review. Discussion followed. **Motion carried unanimously.**

2) Resolution No. 338 – A Resolution of the Town of South Prairie, Pierce County, Washington, regarding establishment of a process to use MRSC Rosters for Small Works, Consulting Services, and Vendors for Goods and Services not related to Public Works Contracts:

❖ **Twardoski/Wigton** moved and seconded to approve Resolution No. 338 regarding establishment of a process to use MRSC Rosters for Small Works, Consulting Services, and Vendors for Goods and Services not related to Public Works Contracts and authorize the Mayor to sign the agreement. Discussion followed. **Motion carried unanimously.**

MAYOR’S REPORT:

1) Damage to Third Street Park:

Mayor Tony Caldwell stated someone drove in there and caused damage to the Third Street Park. He showed pictures of the damage. He stated the estimated property damage is over \$2400. He said a police report was filed. He stated the perpetrator has agreed to repair the damages; and he has filled the holes with dirt and put mulch on top of it. **Mayor Tony Caldwell** said he spoke to the perpetrator’s parents; and they said they would make sure the damages were repaired. Discussion followed.

2) Code Enforcement:

Mayor Tony Caldwell stated letters were sent out to the property owner on SE Third Street regarding Code Enforcement issues. He said the letter that was sent certified has not been picked up by the property owner. He said if they fail to comply, this matter would be forwarded to the prosecuting attorney and fines could be imposed. Discussion followed.

PUBLIC WORKS' REPORT:

1) **Mayor Tony Caldwell** stated the operator ordered extra supplies before he leaves for vacation. Discussion followed.

2) **Mayor Tony Caldwell** stated the monitoring system for the Well is online. He stated we would do away with the call-out phone at the Wastewater Treatment Plant when the monitoring system is installed. Discussion followed.

CLERK'S REPORT:

1) Code Enforcement Letter Sent to Property Owners on SE Third Street:

Marla Nevill said the Mayor already covered this issue under the Mayor's Report. Discussion followed.

2) Judy Tremblay – Website Editing System and Search Engine Program from Noteable Web:

Judy Tremblay stated our Webmaster prepared a proposal for a Website Editing System and Search Engine Program. She said he would attach all documents that are already on our website. She said two hours of training is included; and he said it's as easy as using Word. She said she did not do anymore training to post items to our current website. She said Noteable Web would batch this all together at a cost of \$900. She said we would have to pay for hosting at a cost of \$19.95 per month. She said we are saving a bunch of money by switching our phone lines to Comcast. Discussion followed.

❖ **Terry/Wigton** moved and seconded to approve the Website Editing System and Search Engine Program from Noteable Web in the amount of \$900. Discussion followed. **Terry/Wigton** moved and seconded to amend the motion to approve the Website Editing System and Search Engine Program in the amount of \$900 and the website hosting in the amount of \$19.95 per month. Discussion followed. **Motion carried unanimously.**

COUNCIL MEMBERS REPORT:

1) **Councilor Stu Terry** asked what we doing with piece of glass at the Town Hall. **Mayor Tony Caldwell** said we are going to have it cut and put on the Council table. Discussion followed.

2) **Councilor Stu Terry** requested barriers be installed on all access points to the Third Street Park. **Mayor Tony Caldwell** said he locked up the area in front of the Town garage. Discussion followed.

3) **Councilor Stu Terry** asked about gravel and raising the catch basin at the Town Hall. **Mayor Tony Caldwell** said we are waiting to hear back from the contractor. Discussion followed.

4) **Councilor Roy Hanson** said he didn't have anything to address.

5) **Councilor Jan Twardoski** she didn't have anything to address.

6) **Councilor Barb Wigton** asked when the Street Light extension arm would be installed. **Mayor Tony Caldwell** said PSE already installed the 16' extension; and the lights are on at the Trailhead. Discussion followed.

7) **Councilor Barb Wigton** asked when the carpet would be installed at the Town Hall. **Judy Tremblay** said it would be installed on Thursday. Discussion followed.

CITIZENS' COMMENTS:

Sheila Jones requested Council consideration to work out payment arrangements on the past due balance owed on their utility bill; and she asked that her water be turned on. Discussion followed. **Mayor Tony Caldwell** stated that due to privacy issues this has to be discussed in Executive Session with our legal counsel. Discussion followed.

RECESS TO EXECUTIVE SESSION: Potential Litigation – Approximately 45 Minutes

- ❖ At 8:02 PM, **Wigton/Terry** moved and seconded to recess to Executive Session to discuss Potential Litigation for approximately 45 minutes. **Motion carried unanimously.**

- ❖ At 8:47PM, **Mayor Tony Caldwell** announced that the Executive Session would be extended 30 minutes.

CLOSE EXECUTIVE SESSION:

- ❖ At 9:18 PM, **Terry/Twardoski** moved and seconded to close the Executive Session. **Motion carried unanimously.**

Mayor Tony Caldwell asked the Council how to deal with the utility liens. Council discussed their options on how to deal with the utility liens.

- ❖ **Terry/Twardoski** moved and seconded to move forward with foreclosure proceedings on all three properties indicated by Judy Tremblay, Deputy Clerk-Treasurer. Discussion followed. **Terry/Twardoski** moved and seconded to amend the motion to have the Town Attorney draft notices that foreclosure proceedings would be initiated if payment is not received within 30 days. Discussion followed. **Motion carried unanimously.**

ADJOURNMENT:

- ❖ At 9:42 PM, **Twardoski/Terry** moved and seconded to adjourn the Regular Council Meeting of April 7, 2015. **Motion carried unanimously.**

Date Approved: May 5, 2015