

**CITY OF TENINO**  
**Minutes of the Council Work Session**  
**Council Chambers**  
**October 28, 2008**

Council reviewed the information distributed, and the Vouchers for October 28, 2008.  
Informal discussion.

**CITY OF TENINO**  
**Minutes of the Regular City Council Meeting**  
**Council Chambers**  
**October 28, 2008**

**CALL TO ORDER:** Mayor Jones called the meeting of the Tenino City Council to order at 7:30 p.m. on October 28, 2008.

**COUNCIL:** Present: Frank Anderson, Dawna Kelley-Donohue, John O'Callahan, Robert Scribner and Phil Simmons.

**STAFF:** Dick Riley, President of Gibbs & Olson; Tom Gower, Engineer with Gibbs & Olson; Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director and Betty Garrison Clerk-Treasurer.

**FLAG SALUTE:** Council member Kelley-Donohue led the pledge of allegiance.

**AGENDA APPROVAL:** Council member O'Callahan moved to approve the Agenda as submitted. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.

**APPROVAL OF MINUTES:** Council member O'Callahan moved to approve the minutes of the October 14, 2008 Work Session and Regular Meeting. Council member Kelley-Donohue seconded the motion, which carried 5-0.

**PUBLIC COMMENTS:** None.

**PUBLIC HEARING:** None.

**PRESENTATIONS:** None.

**STAFF REPORTS:**

**Police** - No report.

**Administration/Finance** – City Clerk-Treasurer Garrison explained that the City Planner from TRPC requested that Council change the last meeting of the year from December 23<sup>rd</sup> to December 30, 2008. They are working on a Comp Plan amendment and it requires a 60 day review period at CTED. In order to get the amendments adopted in 2008 the meeting date will need to be changed. The Planning Commission is intending to hold Public Hearings in November. Comp Plan amendments can only be done once a year. **Council member O'Callahan moved to re-schedule the December 23<sup>rd</sup> meeting to December 30<sup>th</sup>. Council member Scribner seconded the motion, which carried 5-0.**

**Planning Commission** – Planning Commission Chair Bret Brodersen thanked Council for changing the meeting in December. Two public hearings are scheduled in November – 1 for the comp plan amendment and one for administrative changes to Title 18; the hearings will be held on November 20<sup>th</sup>. There was a presentation at last Planning Commission meeting from Aimee Richardson identifying herself from the Friends of Tenino Sustainability Group. They are interested in knowing what is going on and offered support in identifying and gathering resources, they offered to post City information on their web site and disseminate information on their list serve.

**CAPCOM** – No report.

**Solid Waste Advisory** – No report.

**Home Consortium** – Council member Kelley-Donohue reported that she gave a presentation on Tenino's program. Today Paul Donohue presented a request for a grant for Tenino. Denise Nelson was also present, it went well. The group will vote next month.

**Civil Service Commission** – No report.

**Library** – No report.

**Sewer Committee** – Council member Simmons reported that the bid opening for the On-site Phase will be Thursday at 2; Public Works Director Dafoe has seen quite a few contractors driving around.

**Thurston Regional Planning** – No report.

**EMC** – No report.

**Public Works** – Public Works Director Dafoe reported that Gibbs and Olson has been preparing an updated Water Comp Plan and the Draft has been presented for review. Development Service Director Kemp is reviewing it at this time. He would like the Planning Commission to look it over as well. He reported that he has received the preliminary plans for the Central Street Project from Gibbs and Olson would like the Planning Commission to review them. Public Works Director Dafoe advised Council that when the tanks arrive for system, they will need equipment to unload them; he may be coming to Council to purchase forks for the backhoe to unload the deliveries. Council discussed options. Development Services Director Kemp will email the Consortium to see if there is anything available through their contacts.

**Museum** – No report.

**Fire District #12** – No report.

**Transportation Policy Board** – No report.

**Medic (EMS)** – No report.

### **CONSENT CALENDAR:**

October 15 – October 28, 2008 Vouchers -- Payroll Check # 5033 through 5045 and EFT #101508 in the amount of \$24,350.85 and Claims Check # 18290 through 18324 in the amount of \$36,120.44 for a total of \$60,471.29.

**Council member O'Callahan moved to approve the consent calendar, which consists of the Vouchers for October 15 through October 28, 2008 – Payroll checks numbered 5033 through 5045, EFT # 101508 in the amount of \$24,350.85 and Claims checks numbered 18290 through 18324 in the amount of \$36,120.44 for a total \$60,471.29. Council member Scribner seconded the motion, which carried 5-0.**

**OLD BUSINESS:** None.

## **NEW BUSINESS:**

Create Interlocal Agreement for Combined Emergency Management Plan. Mayor Jones reported that the City has begun the process of creating an Emergency Management Plan for the City of Tenino. Mayor Jones requested direction from Council regarding the formation of a Committee to include: City of Tenino, City of Rainier, Town of Bucoda, FD #4 Rainier, FD #16 Gibson Valley & FD #12 Tenino. They met today and decided a support agreement to work together would best suit the needs of the group with each entity adopting the plan and implementing it. Mayor Jones requested support for this plan. **Council agreed by consensus that this is a good plan and authorized the Mayor to move forward.** NIMS training for all Staff and elected Officials will need to be up to date.

Over accrued vacation time. City Clerk-Treasurer Garrison explained that Public Works Director Dafoe has been unable to utilize his vacation time due to the demands of his job this year. Council discussed the situation with the Sewer Project this year and the anticipated demands for next year. **Council member O'Callahan moved to authorize payment for the amount of vacation time that exceeds the 80 hours the Public Works Director is allowed to carry over at the end of the year. Council member Kelley-Donohue seconded the motion. The motion carried, 5-0.**

## **RESOLUTIONS:**

Resolution No. 2008-41 – Authorizing the Mayor to sign a Memorandum of Understanding with Washington Traffic Safety Commission for them to provide overtime funding for seat belt patrols at night for the period between November 17 and December 7, 2008 – **Council member Anderson moved to adopt Resolution No. 2008-41 authorizing the Mayor to sign a Memorandum of understanding with Washington Traffic Safety Commission for them to provide overtime funding for seat belt patrols at night for the period between November 17 and December 7, 2008. Council member O'Callahan seconded the motion.** Council discussed the City's responsibility for any liability incurred from other issues that may arise as a result of this emphasis patrol. **The motion carried, 5-0.**

Resolution No. 2008-42 – Authorizing the Mayor to sign the agreement with Gibbs and Olson Inc for engineering services for the Tenino Wastewater Treatment Plant – Development Services Director Ron Kemp presented the Resolution. Dick Riley, President of Gibbs and Olson addressed Council and reported that they had been working with Staff and the Mayor over the past couple weeks and worked out differences. He presented the new contract for WWTP and introduced the Engineer who will be working on Treatment Plant Phase of the Sewer Project. Tom Gower was the senior design engineer for the Tenino Plant. Dick Riley advised Council that he would come to Council and present progress reports; he will be reviewing all the billings to date and present a two month bill before the next meeting. Council member O'Callahan asked regarding the Operation's Manual. Dick Riley explained that they gather all the information, tie together all the pieces and manuals for all the equipment and provide one comprehensive manual for the operation of the plant; it must also be approved by DOE. Council member O'Callahan asked regarding support, updates and maintenance for the Software package. Dick Riley advised that there is a one year support period included. The pre-construction meeting is tomorrow. Engineer Tom Gower addressed Council and reviewed his participation in the WWTP engineering, design, and coordination with other professionals. **Council member Kelley-Donohue moved to adopt Resolution No. 2008-42 authorizing the Mayor to sign the agreement with Gibbs and Olson Inc. for engineering services for the Tenino Wastewater**

**Treatment Plant. Council member O'Callahan seconded the motion. The motion carried, 5-0.**

**ORDINANCES:**

Ordinance No. 748 – adopting the International Building Codes and in furtherance thereof, repealing Chapters 15.04, 15.08, 15.12, 15.16, 15.18, 15.20, 15.24, 15.28 and replacing them as written in this Ordinance of the City of Tenino Municipal Code, and approving a summary for publication. Development Services Director Kemp presented the proposed Ordinance for discussion and review. Planning Commission Chair Bret Brodersen reported that the Planning Commission reviewed and discussed this Ordinance; their questions have been answered and they recommend it for adoption. Staff was directed to put Ordinance No. 748 on the Agenda for the November 10, 2008 meeting for adoption.

**ANNOUNCEMENTS:** None.

**ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:24 p.m.

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Betty J. Garrison, CMC, CPFA, Clerk/Treasurer

ATTEST:

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Kenneth A. Jones, Mayor