

**CITY OF TENINO**  
**Minutes of the Council Work Session**  
**Council Chambers**  
**November 10, 2008**

Council reviewed the information distributed, Treasurer Report for October 2008 and the Vouchers through November 10, 2008. Informal discussion.

**CITY OF TENINO**  
**Minutes of the Regular City Council Meeting**  
**Council Chambers**  
**November 10, 2008**

**CALL TO ORDER:** Mayor Jones called the meeting of the Tenino City Council to order at 7:30 p.m. on November 10, 2008.

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

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

**FLAG SALUTE:** Council member Simmons led the pledge of allegiance.

**AGENDA APPROVAL:** Council member O'Callahan moved to approve the Agenda as revised. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.

**APPROVAL OF MINUTES:** Council member O'Callahan moved to approve the minutes of the October 28, 2008 Work Session and Regular Meeting. Council member Kelley-Donohue seconded the motion, which carried 4-0. Council member O'Callahan moved to approve the minutes of the November 6, 2008 Work Session. Council member Simmons seconded the motion, which carried 4-0.

**CONSENT CALENDAR :**

October 29, through November 10, 2008 Vouchers -- Payroll Check # 5046 through 5071 and EFT #103108 in the amount of \$56,906.76 and Claims Check # 18325 through 18362 in the amount of \$313,359.44 for a total of \$370,266.20.

Treasurer's Report for October 2008

Council member O'Callahan moved to approve the consent calendar, which includes the Vouchers for October 29 through November 10, 2008 – Payroll checks numbered 5046 through 5071, EFT #103108 in the amount of \$56,906.76 and Claims checks numbered 18325 through 18362 in the amount of \$313,359.44 for a total \$370,266.20 and the Treasurer's Report for October 2008. Council member Kelley-Donohue seconded the motion, which carried 4-0.

**PUBLIC COMMENTS:** None.

**PUBLIC HEARING:** Mayor Jones Opened the Public Hearing on Revenue Sources and the Preliminary Budget for fiscal year 2009. City Clerk-Treasurer Garrison reported that the City of Tenino 2009 Preliminary Budget was filed with the Clerk in accordance with RCW. The 2009 Budget outlines the needs for financing services that the City will provide to the citizens in 2009 and outlines how those needs will be met. It is the intent in this proposed budget to increase property taxes by 1% as allowed by law. This budget and the levy that will follow at the next Council meeting allows for the collection of refunded taxes and includes the bond levy. Mayor Jones opened the floor for public testimony – none was given, no written comments were submitted. Mayor Jones opened the floor for Council questions or comments – none were made. Mayor Jones asked again if there were any public comments, none were given. Mayor Jones closed the Public Hearing on Revenue Sources and the Preliminary Budget for fiscal year 2009.

**PRESENTATIONS:** None.

**STAFF REPORTS:**

**Police** - The Police Blotter and call log were distributed.

**Administration/Finance** – City Clerk-Treasurer Garrison reported that AWC has requested that the Elected Officials training be postponed until after the first of the year. Council agreed that that was fine. Fred Crumley, Loss Control Specialist from AWC has provided the City with a report suggesting some changes and improvements from a risk management review. She reported the training attended by Staff. Next week there will be an all staff meeting to review the employee benefit package; individuals will be available to discuss Medical, Dental and Vision Insurance, Retirement Programs and Aflac programs. The City of Bucoda is in contact with the City to discuss their Contract with City of Tenino for Police Coverage for 2009. Chief Vukich will be testifying at a continuation of the Unit Clarification Hearing next week.

**Planning Commission** – No report.

**CAPCOM** – Council member O’Callahan attended the meeting. They discussed a Federal mandate for communications with a timeline for 2012 completion. Funding discussed.

**Solid Waste Advisory** – Council member Scribner attended the meeting. They discussed a potential rate increase.

**Home Consortium** – Council member Kelley-Donohue reported the meeting schedule.

**Civil Service Commission** – No report.

**Library** – Mayor Jones reported that Selina Gomez-Beloz has taken a position with the Lacey Timberland Library.

**Sewer Committee** – Council member Simmons reported that emphasis is on getting all the easements. The Sewer Committee will be meeting on the 19<sup>th</sup>.

**Thurston Regional Planning** – Mayor Jones reported and distributed written report for review.

**EMC** – No report.

**Public Works** – Public Works Director Dafoe reported that residents from Mima Acres have contacted him and are requesting that the City lower the speed limit on the newly annexed portion of Old Hwy 99. He reported that when they were doing sewer construction by Walt Green’s property a water line was broken on Mr. Green’s side of the meter resulting in an increase in water usage and Mr. Green’s water bill. Public Works Director Dafoe requested authorization to credit Mr. Green for 691 cubic foot of water usage and reduce his bill accordingly. **Council member O’Callahan moved to add this**

request under **New Business** as item 10 d). **Council member Scribner seconded the motion, which carried 4-0**

**Museum** – No report.

**Fire District #12** – No report.

**Transportation Policy Board** – Council member O’Callahan reported the meeting is tomorrow. They will be reviewing the Plan, he will recommend that nothing be changed, staff wants to continue yearly reviews.

**Medic (EMS)** – No report.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Bid award Amounts for Service Connection – Development Services Director Kemp reported that the Bids were opened October 30<sup>th</sup>. He presented to Council for their consideration the exclusion of the abandonment (Schedule B) from the Bid Award. Council discussed the potential idea of offering options for the abandonment of individual septic systems to provide citizens with possible financial savings. It was the consensus of Council to exclude Schedule B. Engineer Marshall will be at the next meeting with a recommendation for the bid award subject to Rural Development approval.

Gibbs & Olson, Inc Progress Billing #3 Bid Ad & Award WWTP – Development Services Director Kemp presented this request. Dick Riley President of Gibbs and Olson explained the issue and request. Two specific line items have been completed without reaching the full budgeted amount and one line item has exceeded the anticipated and budgeted amount; Mr. Riley would like to utilize some of the savings to cover the overage. Mr. Riley requested clarification on the Letter of Intent. Council clarified that subtasks can be amended with notification to Council. The sixty day notification clause pertains to the bottom line.

Signature limitations without Council approval – Development Services Director Kemp presented this question on signing change orders against the force account for the two new contracts for the two phases of the sewer system. He requested direction from Council and suggested that Public Works Director Dafoe sign for the Right of Way and the Service Connections and Development Service Director Kemp sign for the WWTP for changes up to \$5,000.00 and the Owner’s Rep or the Mayor sign over that up to \$10,000.00. Over \$10,000.00 it would come to Council for authorization.

Walt Green water service - Public Works Director Dafoe explained that during construction the service line was broken; the City is responsible for the problem. **Council member O’Callahan moved to authorize staff to credit Mr. Green’s water bill for 691 cubic feet of excess water usage due to the water line break. Council member Scribner seconded the motion. The motion carried 4-0.**

**RESOLUTIONS:**

Resolution No. 2008-43 – Authorizing the Mayor to sign the agreement with Pacific Testing & Inspection, LLC for concrete, soils, and necessary testing services for the Tenino Wastewater Treatment Plant - Development Services Director presented this Resolution for Council consideration. **Council member O’Callahan moved to postpone discussion of Resolution No. 2008-43 to the next Council meeting, allowing time for the City Attorney to review and respond. Council member Scribner seconded the motion. The motion carried, 4-0.**

Resolution No. 2008-44 – Authorizing the Mayor to sign Utility Easements and

Temporary Construction Easements for the City of Tenino Property in connection with City property connecting to the Sewer System – **Council member O’Callahan moved adopt Resolution No. 2008-44 – authorizing the Mayor to sign Utility Easements and Temporary Construction Easements for the City of Tenino Property in connection with City property connecting to the Sewer System. Council member Simmons seconded the motion. The motion carried, 4-0.**

Resolution No. 2008-45 – Establishing an Investment Policy for the City of Tenino, Washington – **Council member O’Callahan moved adopt Resolution No. 2008-45 – establishing an Investment Policy for the City of Tenino. Council member Scribner seconded the motion. The motion carried, 4-0.**

**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 Service Director Kemp presented this Ordinance to Council for adoption. **Council member O’Callahan moved adopt 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. Council member Scribner seconded the motion. The motion carried, 4-0.**

Ordinance No. 749 – authorizing the Clerk-Treasurer to invest City funds in savings, certificates of deposit, or the Local Government Investment Pool - **Council member O’Callahan moved adopt Ordinance No. 749 – authorizing the Clerk-Treasurer to invest City funds in savings, certificates of deposit, or the Local Government Investment Pool. Council member Kelley-Donohue seconded the motion. The motion carried, 4-0.**

**ANNOUNCEMENTS:**

Tomorrow is Veterans Day; Council member O’Callahan expressed appreciation for the contributions from all Veterans. County Commissioner Macleod is resigning his position effective December 31, 2008.

**ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:45 p.m.

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

ATTEST:

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Kenneth A. Jones, Mayor