

**CITY OF TENINO**  
**Minutes of the Regular City Council Meeting**  
**Council Chambers**  
**December 9, 2008**

**CALL TO ORDER:** Mayor Jones called the meeting of the Tenino City Council to order at 7:30 p.m. on December 9, 2008.

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

**STAFF:** Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director and Betty Garrison, City Clerk-Treasurer.

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

**AGENDA APPROVAL:** Council member O'Callahan moved to approve the Agenda. 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 November 25, 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** - The Police Blotter was distributed.

**Administration/Finance** – City Clerk-Treasurer Garrison reported working on creation of Drug & Alcohol Testing Policy & Procedure, revision of the Personnel Policy Manual, PERC amended brief for the continuation hearing. There will be Public Hearings at the next Council meeting for the Comp Plan Amendments proposed by the Planning Commission.

**Planning Commission** – Planning Commission Chair Bret Brodersen reported that the meeting on Thursday the 11<sup>th</sup> is their last meeting for 2008. The Commission will be looking at a review of 2008 and looking forward to the goals for 2009. The City Planners from TRPC will be out of town for the Public Hearings; Chair Brodersen will be doing the presentations for the Public Hearings on the 30<sup>th</sup>.

**CAPCOM** – No report.

**Solid Waste Advisory** – Council member Scribner reported attending the meeting; the topic of discussion was issues with the wheels and spokes on the containers.

**Home Consortium** – Council member Kelley-Donohue reported a meeting of the Home Consortium today; Mayor Jones presented a report on the progress in Tenino. The report was distributed to Council. Tenino submitted an RFP for a grant; the City was not awarded the grant, however, we will realize one additional household with a possibility for three more. The Housing Authority will be administering the program.

**Civil Service Commission** – No report.

**Library** – No report.

**Sewer Committee** – Council member Simmons reported the need for all the easements to be filed.

**Thurston Regional Planning** – Mayor Pro-tem Kelley-Donohue attended in the Mayor's absence. They discussed the Federal Stimulus package. Mayor Pro-tem Kelley-Donohue made a presentation on the South County Partnership

**EMC** – No report.

**Development Services** – Development Services Director Kemp presented a Building Permit Activity summary. A letter requesting the outstanding easements has been drafted and approved by the City Attorney for distribution. Staff will be pushing hard to get the easements in.

**Public Works** – Public Works Director Dafoe reported that the roof should be done next week; the heat ducting should be done on Thursday and Friday of this week. Director Dafoe reported talking with Gibbs and Olson regarding Central Street Project and the potential for including it in the Federal Stimulus Package. It may be ready to go out to bid by spring. Landis & Landis broke a water main that the City mis-marked; it was the line that went to Director Dafoe's house.

**Museum** – No report.

**Fire District #12** – No report.

**Transportation Policy Board** – Council member O'Callahan reported that the current issues are not relevant to Tenino.

**Medic (EMS)** – Councilmember O'Callahan will be discussing issues not relevant to Tenino

#### **CONSENT CALENDAR :**

- a) November 26, through December 9, 2008 Vouchers -- Payroll Check # 5086 through 5116 and EFT #113008 & 113108 in the amount of \$65,823.71 and Claims Check # 18395 through 18442 in the amount of \$435,225.88 for a total of \$501,049.59.
- b) Treasurer's Report for November 2008
- c) Liquor License Renewal for Landmark Tavern

**Council member O'Callahan moved to approve the consent calendar, which consists of the Vouchers for November 26, through December 9, 2008 Vouchers - Payroll Check # 5086 through 5116 and EFT #113008 & 113108 in the amount of \$65,823.71 and Claims Check # 18395 through 18442 in the amount of \$435,225.88 for a total of \$501,049.59 and the Treasurer's Report for November and the Liquor License renewal for the Landmark Tavern. Council member Anderson seconded the motion. Council member Anderson asked questions regarding Check #18396 and #18416. Clerk-Treasurer Garrison answered the inquiries. The motion carried 5-0.**

#### **OLD BUSINESS:**

#### **NEW BUSINESS:**

Chamber of Commerce request for the City to waive the deposit fee for the Annual Tree Lighting. Council member O'Callahan moved to waive the \$500.00 deposit for the Chamber's 22<sup>nd</sup> Annual Tree Lighting. Council member Kelley-Donohue seconded. The motion carried 5-0

## **RESOLUTIONS:**

Resolution No. 2008-49 – Establishing a grievance procedure for the Community Investment Fund (CIF) Community Development Block Grant (CDBG) to help the low to moderate income citizens pay for the facility charges connected with the City of Tenino Sewer System. Clerk-Treasurer Garrison presented the request for the adoption of Resolution No. 2008-49. The Grant Applications are ready for release to the public as soon as this Resolution is adopted. **Council member O’Callahan moved to adopt Resolution No. 2008-49 – Establishing a grievance procedure for the Community Investment Fund (CIF) Community Development Block Grant (CDBG) to help the low to moderate income citizens pay for the facility charges connected with the City of Tenino Sewer System. Council member Kelley-Donohue seconded the motion. The motion carried, 5-0.**

Resolution No. 2008-50 – authorizing the Mayor to sign the Professional Services Agreement with Robinson Noble Saltbush, Inc for professional services to provide oversight during the drilling of monitoring wells for the Tenino Waste Water Treatment Plant. Development Services Director Kemp presented the request for adoption of this Resolution. **Council member O’Callahan moved adopt Resolution No. 2008-50 – authorizing the Mayor to sign the Professional Services Agreement with Robinson Noble Saltbush, Inc for professional services to provide oversight during the drilling of monitoring wells for the Tenino Waste Water Treatment Plant. Council member Kelley-Donohue seconded the motion. The motion carried, 5-0.**

Resolution No. 2008-51 – authorizing the Mayor to sign the agreement with Gibbs & Olson Inc for engineering services for the service connection phase of the sewer system. Development Services Director Kemp presented Resolution 2008-51 for adoption, suggesting that the Sewer Committee Meetings be a separate line item (#795). Council discussed City staff needing to identify when the contracted staff from Gibbs & Olson are required to be in attendance at Sewer Committee meetings to minimize expenses to the City. **Council member O’Callahan moved adopt Resolution No. 2008-51 – authorizing the Mayor to sign the agreement with Gibbs & Olson Inc for engineering services for the service connection phase of the sewer system with an adjustment to allow for separate tracking and billing for line item #795 pertaining to sewer committee meetings. Council member Kelley-Donohue seconded the motion. The motion carried, 5-0.**

## **ORDINANCES:**

Ordinance No. 753 – Adopting a budget for the City of Tenino for the year 2009 and appropriating funds for the estimated expenditures Clerk-Treasurer presented the request for the adoption of Ordinance No. 753. Public Hearings were held. This Ordinance adopts the 2009 Budget at a Fund level. **Council member O’Callahan moved adopt Ordinance No. 753– Adopting a budget for the City of Tenino for the year 2009 and appropriating funds for the estimated expenditures. Council member Scribner seconded the motion.** Council member O’Callahan reported that this is a good budget; it is in balance and reflects raises for staff. **Council member Anderson called for the question. The motion carried, 5-0.** Council member Anderson thanked Mayor Jones and City Staff for the work done preparing the Budget for adoption.

## **ANNOUNCEMENTS:**

**EXECUTIVE SESSION:** Mayor Jones recessed into Executive Session to discuss potential property acquisition at 8:15 for approximately 30 minutes.

Mayor Jones re-convened the meeting at 8:45 p.m. No action was taken.

**ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:48 p.m.

---

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

ATTEST:

---

Kenneth A. Jones, Mayor