

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
April 14, 2009 - 7 p.m.

Council reviewed the information distributed, Vouchers and Treasurer's Report. Informal discussion by Council.

CITY OF TENINO
City Council Regular Meeting
Minutes
April 14, 2009

1) **CALL TO ORDER:** Mayor Pro-tem Kelley-Donohue called the meeting of the Tenino City Council to order at 7:30 p.m. April 14, 2009.

COUNCIL: Present: Dawna Kelley-Donohue, John O'Callahan, Robert Scribner and Phil Simmons. Absent: Council Member Frank Anderson and Mayor Kenneth Jones.

STAFF: Dave Dafoe, Public Works Director; Joe Vukich, Police Chief; Ron Evans, Police Sergeant; Ron Kemp, Development Services Director and Betty Garrison, City Clerk-Treasurer.

FLAG SALUTE: Council member O'Callahan led the pledge of allegiance.

2) **AGENDA APPROVAL:** Council member O'Callahan moved to approve the Amended Agenda. Council member Scribner seconded the motion. The motion carried 4-0.

3) **APPROVAL OF MINUTES:** Council member O'Callahan moved to approve the minutes of the March 24, 2009 Work Session and Regular Meeting. Council member Scribner seconded the motion, which carried 4-0.

4) **CONSENT CALENDAR:**

a) March 25 through April 14, 2009 Vouchers - Payroll Check # 5260 through 5288 and EFT #33109 in the amount of \$66,504.10 and Claims Check # 18721 through 18776 in the amount of \$809,062.19 for a total of \$875,566.29.

b) Treasurer's Report for the Month Ended March 31, 2009

Council member O'Callahan moved to approve the Consent Calendar consisting of Payroll Checks numbered 5260 through 5288 and EFT 33109 in the amount of \$66,504.10, Claims Checks numbered 18721 through 18776 in the amount of \$809,062.19 for a total of \$875,566.29 and the Treasurer's Report for the Month Ended March 31, 2009. Council member Scribner seconded the motion, which carried 4-0.

5) **PUBLIC COMMENTS:**

Paul Donohue addressed Council in formal opposition of the Community Garden being located on Garfield Ave. Mr. Donohue presented signatures from five neighbors also in opposition.

Darren O'Neil with Teamsters asked to attend from members of the bargaining unit. He expressed concerns of Officers that a new position will draw away from patrol services. Mr. O'Neil made himself available to answer questions now or in the future.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – No report.

Public Works – Public Works Director Dafoe addressed Council providing Council with a copy of the DRAFT Six Year Street Plan requesting input from Council and the Planning Commission so that changes can be made prior to the Public Hearing at the next Council meeting. Sewer line crossing going into the Park need Easements from the County and he is working on getting those. City Hall remodel for ADA is underway. The Contractor that is doing the on-site work broke a water line on the homeowner's side of the water meter and Staff will adjust the water bill if it results in added water costs.

Development Service – Development Services Director Kemp reported on training he attended. He reported he moved into the Mayor's Office for the remodeling downstairs. R P & Company has now started. Boss construction is on Schedule. The Right-of-way is ahead of schedule. There is an Open House this Saturday at the Quarry House; staff will be available to answer questions.

Administration/Finance – City Clerk-Treasurer reported office personnel has been busy working on Home Rehab project paperwork, billing and files; Project Accounting for the Sewer Project; CDBG/CIF Grants; TIB and USDA Grant paperwork and requests for reimbursement; along with daily activities of the Municipal Court, Utility payments and billings, Accounts Receivable, Accounts Payable, Payroll, Accounting, Bank reconciliations, Ticket Reconciliations, Records Management, Personnel and Human Resources, Staff Support for the Parks Commission, Planning Commission and Civil Service Commission, and of course providing Customer Service to the Citizens of Tenino. 74 Grant Awards letters have been sent out and 20 more applications have been received. There is still money available. The income limit has gone up.

b) **Commissions**

Civil Service Commission - Civil Service Secretary-Chief Examiner Garrison reported that the Commission met today; they adopted Civil Service Rules, Classified the new position, and Certified the Lateral Hiring List.

Planning Commission – Planning Commission Chair Brodersen reported holding a work session reviewing the Capital Facilities Plan and reviewing documents from City Staff. The Planning Commission will hold an Open House on May 7th at 7 p.m. They found the historical documents they were looking for in the information provided from the City computer server.

Park Commission – Mayor Pro-tem Kelley-Donohue reported on the Park Commission meeting.

c) **Committees**

Sewer Committee – Council member Simmons emphasized that there are Grants available to pay the capacity/facility charges and time is running out.

d) **Liaisons**

Thurston Regional Planning Council – No report.

Transportation Policy – Council member O'Callahan reported no action.

CAPCOM - Council member O'Callahan reported that they received our letter in opposition to the change in funding mechanism from a tax to a fee. They are working on an Inter-county Agreement to make communications better in the case of emergency events.

Solid Waste Advisory – No report.

Home Consortium – Council Member Kelley-Donohue reported highlights from the meeting and that all RFP's were received for review. They made appointments to Citizen Advisory Committee. Time of year for summer jobs through Community Youth Services.

Emergency Management – No report.

Medic (EMS) – Council Member O’Callahan reported they will meet tomorrow.

e) **Outside Agencies**

Library – Council Member Kelley-Donohue reported there will be minor changes to Library hours and reported on the Library activities that are coming up.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:**

a) Central Street Project authorization to go to bid - Public Works Director requested authorization for the Central Street Project to go to bid. **Council member O’Callahan moved to authorize the Central Street Project to go out to bid. Council member Simmons seconded the motion, which carried 4-0.**

b) Set Work Session to discuss Water Comprehensive Plan – Public Works Director requested Council set a time to go over the Comprehensive Plan. **Council member O’Callahan moved to set a Work Session for 6:30 on April 28th to review and discuss the Water Comprehensive Plan. Council member Scribner seconded the motion, which carried 4-0.**

10) **NEW BUSINESS:**

a) Utility Billing Issues – City Clerk-Treasurer Garrison explained that some issues have been addressed with the water billing. This will be addressed in the future and come back to Council for review.

11) **RESOLUTIONS:**

a) Resolution No. 2009-09 - Authorizing the Mayor to sign the Construction Phase Prospectus for the TIB Central Street Project – Mayor Pro-tem Kelley-Donohue presented Resolution No. 2009-09 for adoption. **Council member O’Callahan moved to adopt Resolution No. 2009-09 authorizing the Mayor to sign the Construction Phase Prospectus for the TIB Central Street Project. Council member Scribner seconded the motion, which carried 4-0.**

b) Resolution No. 2009-10 – Authorizing the Mayor to sign and enter into Amendment Number One for the Sussex Ave Pedestrian/Lighting/Improvements Agreement with Jerome W. Morrissette & Associates Inc P.S – Mayor Pro-tem Kelley-Donohue presented Resolution No. 2009-10 for adoption. **Council member O’Callahan moved to adopt Resolution No. 2009-10 – authorizing the Mayor to sign and enter into Amendment Number One for the Sussex Ave Pedestrian/Lighting/Improvements Agreement with Jerome W. Morrissette & Associates Inc P.S. Council member Scribner seconded the motion, which carried 4-0.**

c) Resolution No. 2009-11 – Authorizing the mayor to sign the amended Professional Services Agreement with Robinson Noble Saltbush, Inc for professional services to add oversight during the drilling of the production well at the Tenino Wastewater Treatment Plant – Development Services Director Kemp presented Resolution No. 2009-11 for adoption. **Council member O’Callahan moved to adopt Resolution No. 2009-11 – authorizing the Mayor to sign the amended Professional Services Agreement with Robinson Noble Saltbush, Inc. for professional services to add oversight during the drilling of the production well at the Tenino Wastewater Treatment Plant. Council member Scribner seconded the motion, which carried 4-0.**

d) Resolution No. 2009-12 – Authorizing the Mayor to sign and enter into an Intergovernmental Agreement for Law Enforcement Records Management System – Mayor Pro-tem Kelley-Donohue presented Resolution No. 2009-12 for adoption. **Council member O’Callahan moved to adopt Resolution No. 2009-12 – authorizing the Mayor to sign and enter into an Intergovernmental Agreement for Law Enforcement Records Management System. Council member Scribner seconded the motion, which carried 4-0.**

e) Resolution No. 2009-13 – Ratifying the Mayor’s action in signing the attached Letter of Understanding with Washington State Department of Transportation – Mayor Pro-tem Kelley-Donohue presented Resolution No. 2009-13 for adoption. **Council member O’Callahan moved to adopt Resolution No. 2009-13 – ratifying the Mayor’s action in signing the attached Letter of Understanding with Washington State Department of Transportation. Council member Simmons seconded the motion, which carried 4-0.**

f) Resolution No. 2009-14 – Amending the City of Tenino Personnel Policy Manual – Mayor Pro-tem Kelley-Donohue presented Resolution No. 2009-14 for adoption. **Council member O’Callahan moved to adopt Resolution No. 2009-14 – amending the City of Tenino Personnel Policy Manual. Council member Scribner seconded the motion, which carried 4-0.**

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:** None.

14) **ADJOURNMENT:** Hearing no further business Mayor Pro-tem Kelley-Donohue adjourned the meeting at 8:23 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor