

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

Council reviewed the information distributed, Vouchers, and Treasurer's Report for June 2009. Informal discussion by Council.

**CITY OF TENINO**  
**City Council Regular Meeting**  
**Minutes**  
**July 14, 2009**

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. July 14, 2009.

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

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

**FLAG SALUTE:** Mayor Ken Jones led the pledge of allegiance.

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

3) **APPROVAL OF MINUTES:** Council member O'Callahan moved to approve the minutes of the June 23, 2009 Special Meeting. Council member Kelley-Donohue seconded the motion, which carried, 4-0. Council member O'Callahan moved to approve the minutes of the Work Session and Regular Meeting on June 23, 2009. Council member Simmons seconded the motion, which carried, 4-0.

4) **CONSENT CALENDAR:**

a) June 24 through July 14, 2009 Vouchers - Payroll Check # 5397 through 5424 and EFT #63009 in the amount of \$67,317.07 and Claims Check # 18953 through 19040 in the amount of \$1,011,684.38 for a total of \$1,079,001.45.

b) Treasurer's Report for the period ended June 30, 2009.

Council member O'Callahan moved to approve the Consent Calendar consisting of June 24 through July 14, 2009 Vouchers - Payroll Check # 5397 through 5424 and EFT #63009 in the amount of \$67,317.07 and Claims Check # 18953 through 19040 in the amount of \$1,011,684.38 for a total of \$1,079,001.45, and the Treasurer's Report for the period ended June 30, 2009. Council member Kelley-Donohue seconded the motion, which carried, 4-0.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:** None

## 8) **REPORTS:**

### a) **Staff**

Police – No report.

Public Works – No report.

Development Service – Development Services Director Kemp reported: construction of the WWTP is still on schedule. 98% of the concrete has been poured and the structural steel is in place. The mason has completed the split face block and the steel siding is almost complete. RP & Company continues to install the grinder pump chambers, with over 200 now installed. Quarterly reports for PWTF and DOE have been filed and the third draw request has been mailed to DOE. On capacity charges 78 property owners have requested an extension for paying of their capacity charges. A copy of Ordinance No. 744's enforcement section was included in the Sewer Update Letter.

Administration/Finance – City Clerk-Treasurer Garrison reported AWC Budget and Fiscal Management Workshop in Tacoma to be held in August and invited Council participation.

### b) **Commissions**

Civil Service Commission - Civil Service Secretary/Chief Examiner Garrison reported the Oral Board was completed and an eligibility list has been created. Mayor Jones as the appointing authority has requested the list and made a conditional offer, pending successful completion of the background, polygraph and psychological testing, which are scheduled for the week of July 21<sup>st</sup>.

Planning Commission – Planning Commission Chair Brodersen reported the regular work session was held July 9. The Regular Meeting will be held this Thursday, July 16<sup>th</sup>; there will be a Public Hearing on Development Codes. Planning staff has requested input from staff regarding Capital Facilities and plan to have recommendations presented to Council and the Mayor for consideration for the 2010 Budget Process. The Commission will be reviewing the written findings on the Park Trail.

Park Commission – No report.

### c) **Committees**

Sewer Committee – Council member Simmons expressed kudos to the workers and management staff working on the Sewer Project.

### d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones reported the meeting was held at Swede Hall in Rochester. The City of Tenino is in the running for funding through the second round of stimulus funds. We have requested funding to assist with buying down the debt for the Sewer Project to lower the rates for the consumers.

Transportation Policy – No report.

CAPCOM - Council member O'Callahan presented a video from the History Channel that spotlighted a Thurston County call where the dispatcher talked someone through CPR which resulted in saving her husbands' life.

Solid Waste Advisory – Council member Scribner reported the July meeting was cancelled and the meeting date has changed to the second Thursday of the month.

Home Consortium – Council member Kelley-Donohue distributed packets of information to Council explaining the information being discussed. She reported that a RFP was submitted for the City of Tenino through Community Action Council, requesting \$300,000 to renovate 10 rental units.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – Librarian Ryan Williams reported Alice Swidecki volunteering to serve on the Library Board. The Summer Reading Program is underway with almost 300 children signed up.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:**

10) **NEW BUSINESS:**

a) Change Order #1 Landis & Landis – Engineer Mike Marshall presented the request to authorize the Mayor to sign Change Order #1 to the Landis & Landis contract for \$190,656.25. **Council member O’Callahan moved to authorize the Mayor to sign Change Order #1 to the Landis and Landis contract for \$190,656.25 including sales tax. Council member Simmons seconded the motion, which carried, 4-0.**

b) Project Acceptance of Tenino Sanitary Sewer Project Collection System by Landis & Landis Construction – Engineer Mike Marshall presented the request to accept the completion of the Collection System. **Council member O’Callahan moved to accept the completion of the Tenino Sanitary Sewer Project Collection System by Landis and Landis Construction. Council member Scribner seconded the motion.** Council member O’Callahan thanked Public Works Director Dafoe for keeping him up to date on progress. Council member Kelley-Donohue expressed concerns that the change order at the end of the contract was so significant. Mayor Jones suggested that we keep closer tabs on the remaining contracts. **The motion carried, 4-0.**

c) Authorization to process a payment to Landis & Landis and to the Retainage Account for final payment on the Collection System – City Clerk-Treasurer Garrison requested authorization to process payment to Landis & Landis tomorrow; it was not included with the vouchers approved today, as legal authorization to pay was not granted until the Change Order was authorized. This is outside normal procedure as generally payments are processed only twice a month. **Council member O’Callahan moved to authorize payment to Landis and Landis and to the Retainage Account for the final payment on the Collection System; two payments totaling \$191,978.25 on July 15, 2009. Council member Scribner seconded the motion, which carried, 4-0.**

d) Tenino Eagles – Request to operate Beer Garden – City Clerk-Treasurer Garrison presented the request submitted by the Tenino Eagles. **Council member O’Callahan moved to authorize the Tenino Eagles to operate a beer garden on Saturday, July 25, 2009 during Oregon Trail Days between the hours of 10 a.m. and 8:30 p.m. Council member Simmons seconded the motion, which carried 4-0.**

e) Boy Scout Activity Request to Close Stage Street – City Clerk-Treasurer Garrison presented the request for the Boy Scouts to block off and utilize Stage Street between Park and Central on August 8<sup>th</sup> between noon and 4 p.m. for their Annual Cubmobile Race. **Council member O’Callahan moved to authorize the Boy Scouts to block off and utilize Stage Street between Park and Central on August 8<sup>th</sup> between noon and 4 p.m. for their Annual**

**Cubmobile Race. Council member Kelley-Donohue seconded the motion.** Council discussed. **The motion carried, 4-0.**

f) Regular Council Meeting July 28, 2009 – City Clerk-Treasurer Garrison reported the Mayor and she would be gone for the next regular Council meeting. If Council wishes to cancel the regular meeting, vouchers will still need to be processed for regular bills. **Council member O’Callahan moved to cancel the meeting scheduled for July 28<sup>th</sup>, 2009, and authorize processing of regular bills on July 23<sup>rd</sup>, payments to be released after verification by not less than three Council members. Council member Kelley-Donohue seconded the motion.** The Council members present indicated a willingness to come into the office and verify the vouchers prior to them being released. **The motion carried, 4-0.**

g) Emergency Water Line replacement – Mayor Jones reviewed the situation for Council and explained the actions taken. **Council member O’Callahan moved to declare an emergency and ratify the Mayor’s action in authorizing the replacement of the water main on Central as an addition to the contract improving the street. Council member Kelley-Donohue seconded the motion.** Public Works Director Dafoe reported that the old water main broke five different times validating the emergency need to have it replaced. Council member O’Callahan reported the City saving money on this water main replacement as the road was already opened and the City was able to purchase the materials. **The motion carried, 4-0.**

h) City Scholarship Fund – Council member O’Callahan discussed his vision for setting up a scholarship fund by collecting donations and issuing an annual scholarship with the proceeds of the investment. Council member O’Callahan stated researching the idea and discussing it with the State Auditor. He suggested that investing the donations with Edward Jones would be acceptable. Council discussed. Mayor Jones indicated that the City Attorney should be queried as to the feasibility of such a plan.

11) **RESOLUTIONS:** None.

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:** Mayor Jones announced receipt of a certificate from AWC for a successful Risk Management Program in 2008. Council member O’Callahan announced the invitation to the Intercity Transit event. Mayor Jones discussed the 5<sup>th</sup> Wednesday City/County Meeting coming up.

14) **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