

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
August 11, 2009 - 7 p.m.

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

CITY OF TENINO
City Council Regular Meeting
Minutes
August 11, 2009

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. August 11, 2009.

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

STAFF: Jerry Morrissette, Principal Engineer, Jerome W. Morrissette & Associates; Dan Osier, Project Engineer, Jerome W. Morrissette & Associates; Joe Vukich, Chief of Police; 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.

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

3) **APPROVAL OF MINUTES:** Council member O'Callahan moved to approve the minutes of the July 14, 2009 Work Session and Regular Meeting. Council member Scribner 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 – Public Works Director Dave Dafoe reported: Motorcycle Show, Swap Meet & Car Show is this week-end in the Park. Central Avenue Street Project Update – most of the water mains are complete and installed, they are going online. The contractor is supposed to start paving Thursday, they are on schedule to be complete by the time school starts. Pat Maguire and Director Dafoe will be going to a Water Training in Ocean Shores in September. The City is advertising for a WWTP Operator, one qualified application has been received at this time. White marks on Sussex Avenue indicate repair spots; they (DOT) will start that work on Monday, there will be no parking along Sussex while the repair work is being completed. A request will be coming to

Council to purchase a used mower from Thurston County. This is the type of mower that is used for mowing ditches.

Development Service – Development Services Director Kemp reported: The WWTP is still on schedule. RP & Company continues to install the grinder pump chambers with over 300 now installed. DOE has sent a draft of the reclaimed water permit. A spreadsheet for the WWTP which reflects the current financial status of the contract with Boss Construction. A new Sewer Ordinance is being worked on to meet DOE requirements, should be to Council in September.

4) **CONSENT CALENDAR:**

a) July 15 through July 28, 2009 Vouchers - Payroll Check # 5425 through 5453 and EFT #71509 in the amount of \$28,088.70 and Claims Check # 19041 through 19067 in the amount of \$347,923.49 for a total of \$376,012.19. (Verified at City Hall and released.)

b) July 29 through August 11, 2009 Vouchers - Payroll Check # 5454 through 5495 and EFT #73109 in the amount of \$70,448.90 and Claims Check # 19068 through 19123 in the amount of \$840,434.26 for a total of \$910,883.16.

b) Treasurer's Report for the period ended July 31, 2009.

Council member O'Callahan moved to approve the Consent Calendar consisting of July 15 through July 28, 2009 Vouchers - Payroll Check # 5425 through 5453 and EFT #71509 in the amount of \$28,088.70 and Claims Check # 19041 through 19067 in the amount of \$347,923.49 for a total of \$376,012.19, as approved at City Hall July 23rd and 24th; July 29 through August 11, 2009 Vouchers - Payroll Check # 5454 through 5495 and EFT #73109 in the amount of \$70,448.90 and Claims Check # 19068 through 19123 in the amount of \$840,434.26 for a total of \$910,883.16, and the Treasurer's Report for the period ended July 31, 2009. Council member Anderson seconded the motion, which carried, 4-0.

Administration/Finance – City Clerk-Treasurer Garrison reported: Budget time is just around the corner. Office personnel very pleased with the remodel downstairs and expressed appreciation for the work done by Public Works. The Office will be closed Friday so that the cement can be poured. City Management Staff held a meeting, at which they discussed the availability of AWC Loss Control Grants; any ideas for projects or equipment that will reduce City liability should be submitted to Admin. She attended the APT US&C Conference and is researching potential enhancements for employee benefits and changes in banking services. The City received verbal notification from CDBG regarding the ability to reimburse grant recipients for electrical work on the Sewer. Still awaiting formal notification. Staff is working on spreadsheets that identify all the financial and easement information for each property and another one that is tracking construction information.

b) **Commissions**

Civil Service Commission - Civil Service Secretary/Chief Examiner Garrison reported the Commission met today and received a report on the testing for the position of Deputy Chief. They reviewed the Rules adopted in April and the City Attorney will be consulted regarding one sentence that appears to conflict with another section.

Planning Commission – Planning Commission Chair Brodersen reported the Commission will have Work Session this Thursday. Their Regular meeting is next Thursday, with a Public Hearing scheduled on Capital Facilities; they will provide input for the Budget process. The Commission will be getting back to working on Design Standards.

Park Commission – Commissioner Mari Evans reported the Park Commission met last night. They came up with some goals and some of the things they will be working on are as

follows: Signage – working with the teens; Teen involvement – volunteer work days; Lighting for the Little League Fields – potential for Federal Grant Funding; Working with new Parks coming up – finding out what the people of Tenino want; Finding out the needs for future Parks. Mayor Jones reported that Jean Pettit had resigned from the Commission leaving an opening. The City has advertised with no response to date, if someone is interested let us know. New CHAIR is Diane Dolstad and Vice-Chair is Mari Evans.

c) **Committees**

Sewer Committee – Council member Simmons reported that he will be following Terry Keithahn around for awhile to see first hand what is happening with the Sewer Project.

d) **Liaisons**

Thurston Regional Planning Council – No report.

Transportation Policy – No report.

CAPCOM - No report.

Solid Waste Advisory – No report

Home Consortium – No report.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – No report.

Museum – Mari Evans reported receiving over \$100.00 in donations during the Oregon Trail Days. The Museum applied for and received a Grant from the Norton Family Foundation in collaboration with the Art Gallery and Schools. They are starting activities; the first one will be tomorrow. It is a water color class; they have similar events planned for each month. They are involving the school with an Art Institute for the teachers. The plan is to collaborate with local groups to tie the History of Tenino in through the Arts.

Fire District #12 – No report.

9) **OLD BUSINESS:**

10) **NEW BUSINESS:**

a) Police Overtime Audit 2006-2007 – City Clerk-Treasurer Garrison presented the request and asked Council to advise staff on this issue. **Council member O’Callahan moved to affirm the Mayor’s conclusion that the costs to collect the funds exceeds the value of the debt owed and it is in the City’s best interest to waive the debt. Council member Scribner seconded the motion.** Mayor Jones asked for clarification of the wording of the motion. Council member Anderson asked for total amount to be forgiven. Clerk-Treasurer Garrison explained the process and the reason for the audit. The wording is per the recommendation of the City Attorney. The total is \$2,176.93 for the three officers involved. Council member Anderson requested that a memo be sent to the officers identifying the amount that is being forgiven. **The motion carried, 4-0.**

b) Change Order #5 RP & Company – Development Services Director Kemp presented this request for Council to approve this proposed Work Change Order and explained how this came about and what is involved. **Council member Anderson moved to authorize the Mayor to sign the Proposed Work Change Order #005 to RP & Company for \$32,789.25 plus sales tax. Council member Simmons seconded the motion, which carried, 4-0.**

c) Authorization to Award a Contract to Johansen Excavating in the amount of \$336,165.00

pending receipt of bonds and insurance and concurrence by WSDOT – Jerry Morrisette, Principal Engineer with Morrisette, distributed Bid Tabulation to Council and explained the process and recommended acceptance of bid from Johansen Excavating. He explained how the engineer’s estimate came to be so much lower than the bids received. Project Manager Paul Donohue reported that the bid opening was recorded, which is how WSDOT determined that the low bid from Nova Construction was not responsive. He reported to Council on the financial revisions to justify awarding the bid. **Council member O’Callahan moved to authorize the Award a Contract to Johansen Excavating in the amount of \$336,165.00 pending receipt of bonds and insurance and concurrence by WSDOT and to authorize the Mayor to sign the Notice of Award. Council member Simmons seconded the motion, which carried 4-0.**

11) **RESOLUTIONS:**

a) Resolution No. 2009-27 – Authorizing the Mayor to sign a Street Lighting Authorization Letter and Custom Street Lighting Order for the Sussex Avenue Project – Project Manager Paul Donohue presented this request, explaining the project. Council discussed the project. Council member Anderson clarified the financial commitments and future facility charges. **Council member O’Callahan moved to adopt Resolution No. 2009-27 – authorizing the Mayor to sign a Street Lighting Authorization Letter and Custom Street Lighting Order for the Sussex Avenue Project not to exceed \$260,000 including taxes. Council member Simmons seconded the motion, which carried 4-0.**

12) **ORDINANCES:**

a) Ordinance No. 761 – Amending Tenino Municipal Code Chapter 10.24 weight limits; repealing Ordinance No. 365, Sections 1, 2, 3, 4 and 5 a adopted in 1982 – Clerk-Treasurer Garrison presented this Ordinance to Council at the request of Council in a previous meeting. **Council member O’Callahan moved to adopt Ordinance No. 761 - Amending Tenino Municipal Code Chapter 10.24 weight limits; repealing Ordinance No. 365, Section s 1, 2, 3, 4 and 5 a adopted in 1982. Council member Scribner seconded the motion, which carried 4-0.**

b) Ordinance No. 762 – Amending the budget for the year 2009 to reflect changes in the beginning balances and unanticipated additional revenue and expenditures – Clerk-Treasurer Garrison presented this Ordinance to Council for adoption and asked if there were any questions regarding the changes. No questions were submitted. **Council member O’Callahan moved to adopt Ordinance No. 762 – amending the budget for the year 2009 to reflect changes in the beginning balances and unanticipated additional revenue and expenditures. Council member Scribner seconded the motion, which carried 4-0**

13) **ANNOUNCEMENTS:** Council member O’Callahan reported attending the 5th Friday meeting; they discussed the potential for putting into affect a County-wide ban on Fireworks and instituting Impact Fees.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:40 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor