

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
November 10, 2009 - 7 p.m.

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

CITY OF TENINO
City Council Regular Meeting
Minutes
November 10, 2009

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. November 10, 2009.

COUNCIL: Present: Frank Anderson, Rebecca Foster, Dawna Kelley-Donohue and Phil Simmons. Absent: Robert Scribner.

STAFF: Pete Swensson, Senior Planner, TRPC; Andy Deffobis, Assistant Planner, TRPC; Paul Donohue, Owner's Representative; Sean Gallagher, Deputy Chief of Police; 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.

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

3) **APPROVAL OF MINUTES:** Council member Kelley-Donohue moved to approve the Minutes of the October 27, 2009 Work Session and Regular Meeting. Council member Simmons seconded the motion, which carried, 4-0.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:** Mayor Jones opened the Public Hearing on the Preliminary Budget and Financing Sources for 2010 – City Clerk-Treasurer Garrison presented the Preliminary Budget and Tax Levy for 2010. The audience was invited to make public comments and no one commented. The Council was invited to comment. Council member Kelley-Donohue indicated that she would meet with Clerk-Treasurer Garrison to review her questions and concerns. Hearing no further comments Mayor Jones closed the Public Hearing at 7:36 p.m.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – Deputy Chief Gallagher reported to Council a new vehicle will be added to the fleet. Officer Samuelson left the Department; will be interviewing from the Lateral list next week. Tyson Shenkel is doing well at the Academy. The Department will be paying closer attention to parking, handicap parking and commercial vehicles. The Department adjusted hours to cover the vacant position. The State Auditor visited the Department reviewing primarily the evidence handling.

A meeting is scheduled on the Records Management System and more information will be available at the next meeting.

Public Works – Public Works Director Dave Dafoe reported on the Evergreen Rural Water Association Conference that he and Pat Maguire attended. There were classes on Water and Sewer. He attended the Water Classes and Pat Maguire attended the Sewer Classes.

Development Service – Development Services Director Ron Kemp reported submitting for the first draw on the Interim Financing for the RD funding. He reported he worked with the State Auditor a bit this past week. He would like to set a time for the Council tour of the Treatment Plant. Construction continues on the Sewer System with start-up tentatively scheduled for the first part of December. John Zimmerman has submitted two weeks notice as he has accepted a position with his previous employer and will be going to Afghanistan.

Administration/Finance – City Clerk-Treasurer Garrison reported: Purchase of a Vactor Truck from the City of Lacey; Advancing funds where necessary to get the electrical done for connection to the Sewer System; 16 Loan Agreements have been set up and more appointments are scheduled; the need to work with the City Attorney to outline enforcement action that will need to commence for the non-compliant properties; Grants continue to be processed; AWC Training coming up for Council members; the Entrance Conference with the State Auditor; meeting with Bob Berg from DOT regarding the ARRA Sussex Avenue Project and the required paperwork that is needed in order to be in compliance for funding; delay in funding and potential for inter-fund interim financing.

b) **Commissions**

Civil Service Commission - Civil Service Secretary/Chief Examiner Garrison reported that the Commission met and certified the Lateral Eligibility List for the hiring authority; Mayor Jones and Deputy Chief Gallagher will be interviewing next week.

Planning Commission – Planning Commission Chair Brodersen reported: the Commission will meet on Thursday, November 12, 2009. There will be a presentation by TRPC on the Shoreline Master Plan. The Commission will hold their final meeting of the year on December 17th. Council will receive a final report for the year in December and a written report will be available after the first of the year.

Park Commission – Council member Kelley-Donohue reported that the Park Commission met on Monday. Mayor Jones and Council member Kelley-Donohue attended.

c) **Committees**

Sewer Committee – Owner's Representative Donohue reported on the Sewer Project. Construction on the Waste Water Treatment Plant is going very well, the contractor is very conscientious; the On-site Phase is causing some concerns regarding the performance of the Contractor. Development Service Director Kemp will set a meeting for next week.

Owner's Representative Donohue reported on the Sussex Avenue Project. He discussed that this project barely was able to be awarded as it needed additional funding. After the award DOT came up with other funding to allow for full funding. At this time the project is on time and on budget. They discovered a Gas Tank from Barney's Gas Station that must be removed. He discussed how hard Public Works Director Dafoe is working at getting the stringent paperwork requirements met for DOT to release funding for reimbursement of payments to the Contractor. Substantial Completion should be on December 11th. He discussed the Chamber moving the date for the Tree Lighting to coincide with the project being complete.

d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones reported meeting last Friday. A traffic study was done regarding parking at the Capital campus. The Profile is available if anyone is interested.

Transportation Policy – No report.

CAPCOM - No report.

Solid Waste Advisory – No report.

Home Consortium – Council member Kelley-Donohue reported attending the meeting earlier today. They awarded Grants, of the five applications submitted four were funded.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – Librarian Ryan Williams reported business continues at the Library they served over 250 today. He has extended the Computer Comfort Class to work with people on an “as-needed” basis and working with the Schools to assist with resources that are available. Timberland started collecting overdue fees October 1st.

Museum – No report.

Fire District #12 – Assistant Chief Duncan distributed information on Alarm Stats and some mapping information.

Ms. Duncan reported also on the web page for the Chamber that is now completed. The next meeting for the Chamber is the 18th at the Sandstone Café at noon. Tree Lighting is scheduled and she has visited local businesses asking for participation.

4) **CONSENT CALENDAR:**

a) October 28 through November 10, 2009 Vouchers - Payroll Check # 5638 through 5668 and EFT #103109 in the amount of \$68,765.17 and Claims Check # 19360 through 19445 in the amount of \$1,490,013.16 for a total of \$1,558,778.33.

b) Treasurer’s Report for the period ended October 31, 2009.

Council member Anderson moved to approve the Consent Calendar consisting of October 28 through November 10, 2009 Vouchers - Payroll Check # 5638 through 5668 and EFT #103109 in the amount of \$68,765.17 and Claims Check # 19360 through 19445 in the amount of \$1,490,013.16 for a total of \$1,558,778.33, and the Treasurer’s Report for the period ended October 31, 2009. Council member Kelley-Donohue seconded the motion, which carried, 4-0.

9) **OLD BUSINESS:**

a) Sewer Ordinance – Development Services Director Ron Kemp suggested this be postponed to the next meeting and requested assistance completing the Ordinance. Council member Kelley-Donohue expressed concern that in a number of places where Public Works is referenced it needs to reference the Mayor. Council member Simmons and Council member Kelley-Donohue will meet with Development Services Director Kemp on Tuesday of next week at 9 a.m. **Council member Kelley-Donohue moved to postpone to the next meeting Ordinance No. 765. Council member Foster seconded the motion. The motion carried 4-0.**

b) Sewer Rate Setting – Development Services Director presented to Council information regarding progress with rate setting. Council member Kelley-Donohue requested a meeting to go over the numbers. Council discussed the need to set rates prior to starting to bill for the service. Mayor Jones suggested a work session/public meeting and Council meeting all in one day. Tuesday after discussion of the Sewer Ordinance the group will discuss setting Sewer Rates. Council decided by consensus that they would have a Work Session starting at 5 p.m. on the 24th. **Council member Anderson moved to authorize the Clerk-Treasurer to set a special meeting if needed for**

discussion of the Sewer Rates. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.

10) NEW BUSINESS:

a) Over Accrued Vacation – Public Works Director explained to Council that he and Inspector Keithahn were unable to take their vacation time this year due to the projects going on and the need for them to be on-site. Mayor Jones concurred that it was not possible for these employees to take time off. **Council member Anderson moved to authorize payment of the vacation and accrued comp down to the 80 hour limit, and asked the Mayor to come up with an action plan so that this does not occur again. Council member Kelley-Donohue seconded the motion.** Council discussed the need for employees to take vacations and expressed appreciation for the dedication shown by employees. **The motion carried 4-0.**

b) Proposed Amendments to the Capital Facilities Plan – Assistant Planner Deffobis presented the proposed Capital Facilities Plan as amended by the Planning Commission. Council member Simmons asked regarding the water rights references. Senior Planner Swensson responded. An Ordinance will be presented to Council for adoption at the next meeting.

c) Change Order #1 Environment One – Development Services Director presented this for Council consideration. **Council member Kelley-Donohue moved to authorize the Mayor to sign Change Order #1 to Environment One Corporation for \$107,900 including sales tax. Council member Simmons seconded the motion. The motion carried 4-0.**

d) Abandonment of On-Site Septic systems by City Employees – Development Services Director presented this for Council consideration. Council discussed the advantages of this proposal. **Council member Simmons moved to have staff include the abandonment of septic systems in the 2010 budget. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.**

e) Request for pay increase – City Clerk-Treasurer Garrison presented this request to increase the pay for Owner's Representative for time spent on the Sussex Avenue Project, and requested that Council identify where the money will come from. **Council member Anderson moved to increase the hours for the Owner's Representative by 15 hours for the Sussex Avenue Project effective November 1; funding to come from the Community Development Fund # 110, if that funding is not able to be utilized in that manner then it is to come from the General Fund # 001. Council member Foster seconded the motion.** Council member Kelley-Donohue abstained from voting. **The motion carried 3-0.**

11) RESOLUTIONS:

a) Resolution No. 2009-30 – Authorizing the Mayor to sign a Memorandum of Understanding with Washington Traffic Safety Commission for them to provide overtime funding to Law Enforcement Agencies to conduct "X52: Drive Hammered Get Nailed multi-jurisdictional DUI patrols" periodically from November 2009 through September 2010. – Deputy Chief Gallagher offered to find out the amount of funding available. **Council member Anderson moved to authorize the Mayor to sign a Memorandum of Understanding with Washington Traffic Safety Commission for them to provide overtime funding to Law Enforcement Agencies to conduct "X-52: Drive Hammered Get Nailed multi-jurisdictional DUI patrols"**

periodically from November 2009 through September 2010. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.

b) Resolution No. 2009-31 - Authorizing the Mayor to enter into and sign a 2010 Software Service Agreement with BIAS Software – City Clerk-Treasurer identified this as the accounting software utilized by the City. **Council member Anderson moved to adopt Resolution No. 2009-31 – authorizing the Mayor to sign a 2010 Software Service Agreement with BIAS Software. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.**

12) **ORDINANCES:**

a) Ordinance No. 766 – Fixing the amount of property tax to be levied for collection in the year 2010 – City Clerk-Treasurer Garrison presented this Ordinance for Council consideration. **Council member Simmons moved to adopt Ordinance No. 766 – fixing the amount of property tax to be levied for collection in the year 2010. Council member Foster seconded the motion.** Council member Kelley-Donohue clarified that the City of Tenino tax rate is still well below the statutory limit. **The motion carried 4-0.**

13) **ANNOUNCEMENTS:** It was requested that City Clerk-Treasurer Garrison check on the availability of the Quarry House for the Visioning meeting in January.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 9:25 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor