

**CITY OF TENINO**  
**Minutes of the Council Work Session**  
**Council Chambers**  
**December 8, 2009 - 7 p.m.**

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

**CITY OF TENINO**  
**City Council Regular Meeting**  
**Minutes**  
**December 8, 2009**

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. December 8, 2009.

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

**STAFF:** Pete Swensson, Senior Planner, TRPC; Andy Deffobis, Assistant Planner, TRPC; Sgt. Ron Evans; Officer Barry Hagmann; Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director; and Betty Garrison, City Clerk-Treasurer.

**FLAG SALUTE:** Sgt. Evans and Officer Hagmann led the pledge of allegiance. Mayor Jones called for a moment of silence in honor of the slain Lakewood Police Officers.

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

3) **APPROVAL OF MINUTES:** Council member Kelley-Donohue moved to approve the Minutes of the November 24, 2009 Work Sessions and Regular Meeting. Council member Scribner seconded the motion, which carried, 4-0.

4) **CONSENT CALENDAR:**

a) November 25 through December 8, 2009 Vouchers - Payroll Check # 5686 through 5714 and EFT #113009 in the amount of \$66,830.33 and Claims Check # 19480 through 19567 in the amount of \$785,474.77 for a total of \$852,305.10.

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

Council member Kelley-Donohue moved to approve the Consent Calendar consisting of November 25 through December 8, 2009 Vouchers - Payroll Check # 5686 through 5714 and EFT #113009 in the amount of \$66,830.33 and Claims Check # 19480 through 19567 in the amount of \$785,474.77 for a total of \$852,305.10, and the Treasurer's Report for the period ended November 30, 2009. Council member Scribner seconded the motion, which carried, 4-0.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:** Mayor Jones opened the Public Hearing on Sewer Rates.

Council member Anderson arrived at 7:37 p.m.

Development Services Director Kemp presented the proposed Sewer Rates for discussion. The public was invited to make be heard three times; no one commented. Council was invited to comment, question or discuss. No one commented. Hearing no comments Mayor Jones closed the Public Hearing at 7:40 p.m.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Public Works – Public Works Director Dave Dafoe reported the Annual Tree Lighting will be held Friday night; The Police Department will be handling Traffic Control with the assistance from Public Works; the Sussex Avenue Project is 95% complete, Installation of the light poles and lights began today and it is anticipated that 10 should be installed and functioning by the end of the week; Freezing weather is presenting a few issues, 8 houses were reported with frozen and broken water pipes, the telemetry system was frozen – the alarm system was still working so he was notified; Maintenance Worker Jason Hull will be leaving at the end of the month, he will be going to work for the Rochester School District. Mr. Hull has provided three years of service to the City of Tenino.

Police – Deputy Chief Gallagher arrived at the meeting and reported having reported to both Rainier and Bucoda Council's earlier tonight. He reported there was some vandalism in the Tenino Park, it is expected to be resolved soon. Officer Randy Reynolds started working on December 1, he went through a short orientation program and will be starting his regular shift work tomorrow. This brings the Department back to a level of full staffing and coverage. The new shifts will be starting the first of the year.

Development Service – Development Services Director Ron Kemp reported the WWTP is expected to be completed \$200,000 under budget. Fresh water testing has started and it is anticipated that it could accept sewage by 12/14 but because of the Holidays will start connections after that date and store sewage in the equalization basin until there is sufficient to start operations and feed the plant; the substantial completion date for the Grinder Pump Contract has been extended to April 6, 2010; Friday, December 4, an aggressive campaign to get compliance with the electrical connections by the property owners was initiated; the permit for operation of the Treatment Plant is ready and will have an effective date of February 1, 2010. Building Permit activity for the first eleven months of the year counted 88 permits issued for a total of \$17,910.44 collected in permit fees.

Council member Scribner questioned the storing of sewage and the potential for issues with odor control. Development Services Director Kemp assured Council that odor issues will be minimal and that the neighboring properties will be notified in writing .

Administration/Finance – City Clerk-Treasurer Garrison reported: The City Staff and Volunteer Party was held last Saturday with 30 in attendance; More loans have been issued and some of the outstanding facility charges have been paid off; The City may be forced to enforce compliance for those not in compliance; Grants have been processed for reimbursing eligible grant recipients, funds are still available; Challenge with Court when the Court Clerk was out ill after a week off on vacation and holidays, working together we made it through; The Office staff is wonderful, each with traits to contribute and being an asset to the City; Training for Elected Officials available in February; Jim McDonald from AWC RMSA was out this morning and met with the Mayor and Department Heads to review the City's Risk Assessment; The Exit Interview for the Audit of Fiscal

Year 2007 and 2008 was re-scheduled and will be held Monday the 14<sup>th</sup> at 9:30; 2009 has been an extremely busy year with many challenges to overcome and multiple projects to coordinate consecutively. Suggestions for improvements are welcomed.

b) **Commissions**

Civil Service Commission - No report.

Planning Commission – Planning Commission Chair Brodersen reported: the Commission will meet for their final meeting of the year on Thursday, December 17<sup>th</sup> and will work to establish a calendar for 2010 and prepare for the election of officers in the New Year. He extended appreciation to Pete Swensson and Andy Deffobis for all they have contributed and the services that they have provided. A written report will be provided to Council in January.

Mayor Jones extended appreciation to Pete Swensson and Andy Deffobis and presented them with a token of appreciation (2010 Calendars as given to staff and Commissioners).

Park Commission – No report.

c) **Committees**

Sewer Committee – No report.

d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones reported working on preparing for the 2010 Legislative contacts.

Transportation Policy – No report.

CAPCOM - No report.

Solid Waste Advisory – No report.

Home Consortium – Council member Kelley-Donohue reported attending the meeting today. The primary topic for discussion was regarding two projects having difficulty coordinating their funding to meet their requirements. 1) Salmon Run Apartments in Yelm, and 2) Shepherds Grove in Tumwater.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – No report.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:**

10) **NEW BUSINESS:**

a) Request to reduce the rate for Gambling Tax – Council discussed the proposal presented by Business Owner Steve Beuer. The Consensus of Council was to direct staff to pull information on Thurston and Lewis Counties for comparative purposes and to check into zoning regulations for whether other businesses could start participating in gambling activities. Potential for allowing a change to a rate similar to the overall state average.

b) Request to purchase Excavator – Public Works Director Dafoe requested authorization to purchase an excavator in order to be able to do the septic abandonments and potentially install tanks and grinder pumps in the future. Council discussed options. Public Works Director Dafoe indicated that the machine from Modern Machinery seems to be better to work with. **Council member Anderson moved to authorize the purchase of the excavator from Modern Machinery for \$42,923.37 plus applicable taxes. Council member Kelley-Donohue**

**seconded the motion.** Council member Anderson noted for the record that the warrantee is better on the Modern Machinery Equipment and the dealership is closer. **The motion carried 5-0.**

c) Small and Attractive Asset Policy – City Clerk-Treasurer Garrison presented the Draft policy and explained the need for a policy to be adopted to track and safeguard City assets. Council discussed the Draft Policy and the consensus was to change the dollar limit to \$100.00 and bring it back to Council for adoption.

d) Banking Services – City Clerk-Treasurer asked Council for direction regarding Banking Services. The Consensus of Council was to review and research current services and compare with other service providers. Council requested the Clerk-Treasurer present fiscally responsible options considering services, costs and interest to be earned.

e) Request to increase employee benefit for insurance – Deputy Chief Gallagher requested Council consider increasing the funding for insurance benefits for employees and their families. Council expressed support of employees and the provision of benefits for them. **Council member Simmons moved to authorize an increase to \$750.00 per month that the City will pay towards Insurance Benefits for eligible Employees and their families effective January 1, 2010. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

f) Request to advertise for upcoming vacant Council Position – City Clerk-Treasurer Garrison requested authorization to advertise for individuals interested in being appointed to Position No. 1 after the first of the year. **Council member Simmons moved to authorize staff to advertise for letters of interest/applications from Citizens interested in filling Council Position #1 until the next regular election. Council member Foster seconded the motion. The motion carried 5-0.**

#### 11) **RESOLUTIONS:**

a) Resolution No. 2009-36 – Authorizing the Mayor to sign and enter into an Inter-governmental Cooperative Purchasing Agreement for Public Agencies. – City Clerk-Treasurer Garrison explained that this is to authorize the City of Tenino to make purchases under the State Contract. It is an annual renewal of an existing agreement. **Council member Anderson moved to adopt Resolution No. 2009-36 – authorizing the Mayor to sign and enter into an Intergovernmental Cooperative Purchasing Agreement for Public Agencies. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

a) Resolution No. 2009-37 – Authorizing the Mayor to sign and enter into an Inter-Agency Agreement between the State of Washington Department of General Administration and the City of Tenino – Deputy Chief Gallagher presented this proposal to allow for the State to Dispose of Surplus Property for the City. This is a renewal. **Council member Kelley-Donohue moved to adopt Resolution No. 2009-37 – authorizing the Mayor to sign and enter into an Interagency Agreement between the State of Washington Department of General Administration and the City of Tenino. Council member Foster seconded the motion. The motion carried 5-0.**

#### 12) **ORDINANCES:**

a) Ordinance No. 767 – Establishing the monthly Sewer Rate – Development Services Director Ron Kemp presented this Ordinance for the Second Reading and adoption. Mayor Jones read Ordinance No. 767 into the record in full. Development Services Director Kemp reported that a Public meeting was held accepting Public comment November 24<sup>th</sup>, and a Public Hearing was advertised and held on this date. No comments were made. **Council member Kelley-Donohue moved to adopt Ordinance No. 767 – repealing Ordinance No. 743 and establishing monthly sewer**

**rates. Council member Scribner seconded the motion.** Council member Anderson reported that he had been contacted by citizens that were unhappy regarding the sewer rates and by citizens that were accepting of the need for the rates as they are being set. He requested that the City revisit the rate structure mid-year. Council member Kelley-Donohue requested that at that time consideration be given to the potential for assistance for the elderly and low income residents. **The motion carried 5-0.**

Council member Anderson excused himself from the meeting at 9:02 as he needed to return to work. He stated support of the remaining Ordinances under consideration.

b) Ordinance No. 768 – To amend Tenino’s Capital Facilities Plan – Assistant Planner Andy Deffobis expressed appreciation for the opportunities provided by the City of Tenino this past year and presented this Ordinance for adoption. **Council member Kelley-Donohue moved to adopt Ordinance 768, which amends Tenino’s Capital Facilities Plan. Council member Simmons seconded the motion. The motion carried 4-0.**

c) Ordinance No. 769 - Adopting a Budget for the City of Tenino for the year 2010 and appropriating funds for the estimated expenditures – City Clerk-Treasurer Garrison presented the 2010 Budget for adoption. **Council member Kelley-Donohue moved to adopt Ordinance No. 769 – adopting a Budget for the City of Tenino for the year 2010 and appropriating funds for the estimated expenditures. Council member Foster seconded the motion.** Council member Kelley-Donohue recommended caution as the City implements the Budget in the New Year and asked that the status be monitored closely. She asked that Department Heads be more timely in submitting budget requests for 2011. **The motion carried 4-0.**

d) Ordinance No. 770 – Amending Ordinance No. 766 adopted, 11/24/09, as to all amounts stated – City Clerk-Treasurer Garrison presented this amended Tax Levy Ordinance per information provided by the County Assessor and requested adoption. **Council member Simmons moved to adopt Ordinance No. 770 – amending Ordinance No. 766 adopted 11/24/09, as to all amounts stated. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.**

13) **ANNOUNCEMENTS:**

Council member Kelley-Donohue announced that there were cookies in honor of Assistant Planner Andy Deffobis’ last Council meeting and invited everyone to join in a social time after the meeting.

The next meeting will be Tuesday, December 22, 2009.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 9:15 p.m.

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

ATTEST:

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Kenneth A. Jones, Mayor