

**CITY OF TENINO**  
**Minutes of the Council Work Session**  
**Council Chambers**  
**December 22, 2009 - 7 p.m.**

Council reviewed the information distributed and Vouchers. Informal discussion by Council.

**CITY OF TENINO**  
**City Council Regular Meeting**  
**Minutes**  
**December 22, 2009**

1) **CALL TO ORDER:** Mayor Pro-tem Dawna Kelley-Donohue called the meeting of the Tenino City Council to order at 7:30 p.m. December 22, 2009.

**COUNCIL:** Present: Rebecca Foster, Dawna Kelley-Donohue, Robert Scribner and Phil Simmons. Absent: Frank Anderson and Mayor Ken Jones (Mayor Jones and Deputy Chief Gallagher were addressing the Bucoda Town Council and would be coming in late.)

**STAFF:** Dave Dafoe, Public Works Director; and Betty Garrison, City Clerk-Treasurer.

**FLAG SALUTE:** Public Works Director Dafoe led the pledge of allegiance.

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

3) **APPROVAL OF MINUTES:** Council member Simmons moved to approve the Minutes of the December 8, 2009 Work Sessions and Regular Meeting. Council member Scribner seconded the motion, which carried, 4-0.

4) **CONSENT CALENDAR:**

a) December 9 through December 22, 2009 Vouchers - Payroll Check # 5715 through 5732 and EFT #121509 in the amount of \$28,324.76 and Claims Check # 19568 through 19620 in the amount of \$124,028.99 for a total of \$152,353.75.

b) Liquor License Renewal – Tenino’s Smokehouse & Pizza Parlor

c) Liquor License Renewal – Tenino Exxon Food Mart

**Council member Simmons moved to approve the Consent Calendar consisting of December 9 through December 22, 2009 Vouchers - Payroll Check # 5715 through 5732 and EFT #121509 in the amount of \$28,324.76 and Claims Check # 19568 through 19620 in the amount of \$124,028.99 for a total of \$152,353.75, and the Liquor License Renewals for Tenino’s Smokehouse & Pizza Parlor and Tenino Exxon Food Mart. Council member Scribner seconded the motion, which carried, 4-0.**

Deputy Chief Gallagher arrived at 7:37 p.m.

5) **PUBLIC COMMENTS:**

a) Cassie Tafoya addressed Council asking that the City cover the costs for repairs to their water line and waive the overage charges on their water bill from the leak. She stated that the work

on the sewer lines must have weakened their water lines and that the sewer line was directly on top of and in contact with their water line.

Mayor Jones arrived at 7:39 p.m. Mayor Pro-Tem Kelley-Donohue relinquished the Chair.

Tate Tafoya addressed Council to answer questions and state specifics. Council discussed. Public Works Director Dafoe offered to open up the ditch and check the location of water and sewer lines, noting that when the work was done by the City they were correctly placed with the sewer line below the water line (photos provided showing that). It was the consensus of the Council that Public Works expose the lines, verify placement and report back to Council.

Marc Giron with the Thurston County Parks & Recreation Advisory Board addressed Council asking for Tenino's participation in a Joint meeting on January 10, 2010. The meeting is to be an organizational meeting to gain regional collaboration regarding Parks.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – Deputy Chief Gallagher reported the Department is working with the Schools and that they found drugs that young children brought from home to share with their friends. The Department is doing well, the officer that left was replaced and the department is at full staff, things are working well and the officers are doing a wonderful job. He reported that Mayor Jones and he addressed the Bucoda Town Council regarding Police services and that they were expecting a positive outcome from the meeting.

Public Works – Public Works Director Dafoe reported opening bids last week for the new shop building; twelve bids were received; all the bids came in over budget. Development Services Director Kemp is researching the next step for the City to take.

The Sussex Avenue Project is just about complete; Puget Sound Energy and Potelco are still working on a few items; Johansen is expected to be at a progress meeting tomorrow at 11 a.m. and Thursday they will be working on the Punch list issues.

RP started doing connections to the Sewer System on Monday, 35 homes are currently hooked-up. There have been some electrical issues that are being worked out. RP has done a commendable job this last week.

An appointment is set up with Tate Tafoya at 1 p.m. next Tuesday to expose the lines.

The emergency number that is being advertised for problems with the Sewer System is: 264-2370. That is the shop line and it is being forwarded to the cell phone that he is carrying so that he can direct the responses. He will be coming to Council with a proposal for Public Works to go on a rotation for being on standby to take calls and earn comp time.

Development Service – No report.

Administration/Finance – City Clerk-Treasurer Garrison reported: Elected Officials Training in February, staff will register anyone interested in attending; a new server has been ordered as the one currently in use is very old and requiring many service calls lately, this will be funded with the funds budgeted for communication equipment that the City did not have to spend on new

telephones; reminder that there is a 13<sup>th</sup> period for end of the year expenditures to be allocated in the correct year; the Audit Exit Conference was held on the 14<sup>th</sup>, Council received copies of the paperwork that was provided – they plan to issue an “unqualified opinion” which is the best you can ask for; working with AV Capture All and computer technicians to flip the Council Chambers/ Court Room the first part of next month.

Council member Scribner asked regarding the Auditor’s suggestion pertaining to seized and forfeited funds in the Police Department and the reporting to the State. Clerk-Treasurer Garrison advised Council that it has been taken care of and was in the vouchers they just approved.

Council member Kelley-Donohue mentioned that the Audit came in under budget thanks to the responsiveness and cooperation that the Auditors received from Tenino Staff.

b) **Commissions**

Civil Service Commission - No report.

Planning Commission – Planning Commission Chair Brodersen reported: the Commission met on the 17<sup>th</sup>, for the last meeting of the year setting the calendar for 2010; they will continue to meet the 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of the month in 2010. January 14<sup>th</sup> and February 11<sup>th</sup> Work Sessions will be for the purpose of viewing the Training obtained this year from the American Planning Association, Rainier and Bucoda and Council members are invited if they wish to attend. At the January 21<sup>st</sup> meeting the Commission will elect a Chair and Vice-Chair for the year. He asked that the vacancy on the Commission be filled soon.

Park Commission – No report.

c) **Committees**

Sewer Committee – No report.

d) **Liaisons**

Thurston Regional Planning Council – No report.

Transportation Policy – No report.

CAPCOM - John O’Callahan reported that CAPCOM has been moving away from Thurston County. The Administrative Board moved to be independent of Thurston County. The Fire Commissioners are required to approve the plan.

Solid Waste Advisory – No report.

Home Consortium – Council member Kelley-Donohue gave a year end report identifying the assistance that Tenino has benefited from this year: Wellspring Church grant for Food Distribution; TBRA vouchers increased to 15 per year for Tenino; Tenino Home Rehab Project for \$242,000 which funded 8 home rehab projects; Rental Rehab project authorizing \$330,000 in funding to be administered by CAC; One home rehab administered by the Housing Authority; Family Support Network and plans for the Neighborhood Stabilization Program in 2010.

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:**

a) Request to reduce Gambling Tax Rate – Clerk-Treasurer Garrison presented the information that was requested at the last Council meeting and reported that Development Services Director Kemp researched the Code for information regulating other potential businesses starting pull tabs and punchboards and found no regulation prohibiting it. Council discussed. **Council member**

Kelley-Donohue moved to direct Staff to draft an Ordinance changing the gambling tax rate for Punchboards/Pulltabs to 6.5% of net revenue; reduced tax rate to be effective January 1, 2010 for a period of one year to be re-evaluated in the 4<sup>th</sup> quarter of 2010 for 2011 rates. Council member Foster seconded the motion. The motion carried 4-0.

b) Formal Acceptance of Central Street Project – Clerk-Treasurer Garrison requested Council formally accept the Central Street Improvement Project. Pubic Works Director reported that the project was completed on September 22, 2009. Council member Simmons moved to accept the Central Avenue Improvement Project completed by RG Construction on September 24, 2009. Council member Scribner seconded the motion. The motion carried 4-0.

10) **NEW BUSINESS:**

a) Confirmation of Appointment of Brock Williams to the Park Commission to serve a three year term – Mayor Jones requested confirmation for his appointment of Brock Williams to the Park Commission. Council member Kelley-Donohue moved to confirm the appointment of Brock Williams to the Park Commission to fill a three year term. Council member Scribner seconded the motion. The motion carried 4-0.

11) **RESOLUTIONS:**

a) Resolution No. 2009-38 – Authorizing the Mayor to enter into and sign a Grant Agreement with USDA RD for the Sewer System Project – Clerk-Treasurer Garrison requested Council adopt this Resolution authorizing the Mayor to sign this Grant Agreement. Council member Simmons moved to adopt Resolution No. 2009-38 – authorizing the Mayor to enter into and sign a Grant Agreement with USDA RD for the Sewer System Project. Council member Scribner seconded the motion. The motion carried 4-0.

b) Resolution No. 2009-39 – Adopting a Policy for Small and Attractive Asset Management – Clerk-Treasurer Garrison presented this Resolution for adoption. Council has discussed this policy and the requested change was made. Council member Kelley-Donohue moved to adopt Resolution No. 2009-39 – adopting a policy for small and attractive asset management. Council member Foster seconded the motion. The motion carried 4-0.

c) Resolution No. 2009-40 - Authorizing the Mayor to sign and enter into a Memorandum of Understanding with Washington Traffic Safety Commission – Deputy Chief Gallagher requested this be adopted allowing for the Department to continue participating in these emphasis patrols and billing for reimbursement of overtime expenses. Council member Simmons moved to adopt Resolution No. 2009-40 – 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 night-time seat belt-focused patrols between May 24 and June 6, 2010. Council member Foster seconded the motion. The motion carried 4-0.

d) Resolution No. 2009-41 - Authorizing the Mayor to sign and enter into an Agreement to provide Police and Court Services to the Town of Bucoda – Mayor Jones requested adoption of this authorization should the Town of Bucoda present a signed agreement. Council member Kelley-Donohue moved to adopt Resolution No. 2009-41 – authorizing the Mayor to sign and enter into an Agreement to provide Police and Court Services to the Town of Bucoda. Council member Scribner seconded the motion. Council discussed that this is a no-change contract for 2010 and this authorization is for an unaltered contract, if changes are made this will need to come back before Council again. The motion carried 4-0.

12) **ORDINANCES:**

a) Ordinance No. 771 - Amending the Budget for the year ending December 31, 2009 -  
Clerk-Treasurer Garrison presented this Budget Amendment to Council for adoption. The primary change is due to the interfund loan that Council previously approved. This is to bring the budget inline for the end of the year. **Council member Kelley-Donohue moved to adopt Ordinance No. 771 – amending the Budget for the year 2009 to reflect changes due to additional revenue and unanticipated expenditures. Council member Scribner seconded the motion. The motion carried 4-0.**

13) **ANNOUNCEMENTS:**

Mayor Jones thanked Council member Scribner for his service to the City of Tenino as a Council member from February 24, 2004 through December 31, 2009 and presented him with a Certificate. Mayor Jones invited everyone to enjoy the goodies after the meeting in Bob's honor.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 9:10 p.m.

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

ATTEST:

\_\_\_\_\_  
Kenneth A. Jones, Mayor