

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
February 9, 2010 - 7 p.m.

Council reviewed the information distributed, Vouchers, and Treasurer's Report for January 2010. Informal discussion by Council.

CITY OF TENINO
City Council Regular Meeting
Minutes
February 9, 2010

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. February 9, 2010.

COUNCIL: Present: Frank Anderson, Bret Brodersen, Rebecca Foster, Dawna Kelley-Donohue and Phil Simmons.

STAFF: Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director; and Betty Garrison, City Clerk-Treasurer.

FLAG SALUTE: Development Services Director Kemp led the pledge of allegiance.

2) **AGENDA APPROVAL:** Council member Kelley-Donohue moved to approve the Agenda. Council member Foster seconded the motion. The motion carried, 5-0.

3) **APPROVAL OF MINUTES:** Council member Kelley-Donohue moved to approve the Minutes of the January 26, 2010 Work Sessions and Regular Meeting. Council member Brodersen seconded the motion, which carried, 5-0.

5) **PUBLIC COMMENTS:**

Sandra Lestenkof of 284 Lincoln Ave W addressed Council with concerns regarding activities at the Car Park at the School by their home and requested increased police presence and enforcement activities. Mr. Lestenkof explained the situation surrounding an accident that resulted in damage to their property from activity in the car park.

6) **PUBLIC HEARING:** None

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Public Works – No report.

Development Service – Development Services Director Ron Kemp reported:

- The Class A Reuse Facility has successfully run for the last two weeks with some minor glitches. The Tenino computer techies solved a problem for the supplier of the software and hardware. Current flows are still low but the plant is still operating with these low levels.

- The Grinder Pump account is currently being reconciled for a final change order and E-I has informed the City it will ship the final XP parts on March 5th.
- The City has negotiated a fair price for remobilization for the properties that were not ready to be connected when the contractor was ready to connect them to the system. This is identified in PCW #10 which is on the Agenda for approval. RP connected 238 properties the first time and bypassed 225 for various reasons. There were issues with the electrical not being done and/or L&I Inspection and approval stickers not being visible. Property Owners that were out of compliance received notices and have been striving to comply. There are still approximately 55 grinder pump chambers that need to be installed.

b) **Commissions**

Civil Service Commission - No report.

Planning Commission – No report.

Park Commission – Mari Evans reported the Commission met last evening. They looked at Section 5 of the Park Plan, discussed the meeting with Thurston County Park Commissions at which Tenino volunteered to host the July meeting and discussed signage.

c) **Committees**

Sewer Committee – No report.

d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones distributed the publication Journeys and reported a good meeting, they discussed the potential for a Regional Transportation Benefit District. Council will be discussing this at a future meeting.

Transportation Policy – No report.

CAPCOM - Mayor Jones reported meeting with the four South County Mayors regarding appointment to this and the EMS boards; Yelm volunteered to take the lead for the next two years and will actively work to get an additional representative for South County.

Chief Gallagher arrived at the meeting at 7:51 p.m.

Solid Waste Advisory – No report.

Home Consortium – Council member Kelley-Donohue reported attending a workshop and the regular monthly meeting. There was discussion regarding the housing vouchers and their utilization. Information was distributed regarding that program and is available at City Hall.

Medic (EMS) – No report.

Emergency Management – No report.

Police Department Report – Chief Gallagher reported after the last meeting there was a police stop at which they seized 15 pounds of marijuana and a vehicle. One person was jailed. Officer Hagmann is returning to employment with Tulalip Tribal and his last day of employment with the City of Tenino is tomorrow.

e) **Outside Agencies**

Library – No report.

Museum – Mari Evans reported they are continuing the work on Ticknor School and have a meeting scheduled to discuss the accessibility ramp. They are starting to gather information for display and requested any information or materials be donated for display.

Fire District #12 – No report.

4) **CONSENT CALENDAR:**

a) January 27 through February 9, 2010 Vouchers - Payroll Check # 5781 through 5814 and EFT #11310 in the amount of \$67,175.87 and Claims Check # 19786 through 19837 in the amount of \$129,352.25 for a total of \$196,528.12.

b) Treasurer's Report for the period ended January 31, 2010.

c) Request for Special Event Liquor License for Fire Department.

Council member Kelley-Donohue moved to approve the Consent Calendar consisting of January 27 through February 9, 2010 Vouchers - Payroll Check # 5781 through 5814 and EFT #11310 in the amount of \$67,175.87 and Claims Check # 19786 through 19837 in the amount of \$129,352.25 for a total of \$196,528.12, the Treasurer's Report for the period ended January 31, 2010 and the request for a Special Event Liquor License for the Fire Department. Council member Anderson seconded the motion, which carried, 5-0. Council member Brodersen explained to Council that his concern regarding budgeted income levels prompted him to request the new Revenue Comparison spreadsheet that was distributed. It will be updated monthly and allow for close monitoring of income.

9) **OLD BUSINESS:** None.

10) **NEW BUSINESS:**

a) PWC #10 – Rev I for RP & Co – Development Services Director Kemp presented this and requested Council authorizes the Mayor to sign PWC#10. This is the Change Order for the re-mobilization on the Service Connection phase of the Sewer Project and represents the negotiated settlement. Council member Kelley-Donohue reported attending a couple of the meetings where this was discussed and the City did a good job negotiating a fair settlement. **Council member Brodersen moved to approve the Mayor's signature on PWC #10-Rev I to RP & Co for the amount of \$17,000.00 plus sales tax. Council member Simmons seconded the motion. The motion carried 5-0.**

b) Adjustment to adopted Staffing Levels – Development Services Director Kemp requested authorization for clerical assistance on a part-time temporary basis. **Council member Simmons moved to adjust the staffing levels for the City of Tenino to include a temporary/part-time clerical position not to exceed .1 FTE (208 hours) for the year 2010. Council member Foster seconded the motion.** Council member Anderson requested clarification as the motion would allow any department to utilize this position and the request is to cover Sewer Construction work. Council discussed allowing the position to assist as needed throughout the City with approval from the Mayor and the availability of funding. **The motion carried 5-0.**

11) **RESOLUTIONS:**

a) Resolution No. 2010-05 – Authorizing the Mayor to enter into and sign the Service Agreement with Nisqually Indian Reservation for housing of inmates. – Chief Gallagher requested approval to assist the Police Department and explained the benefits to the Department for having this option available. **Council member Anderson moved to adopt Resolution No. 2010-05 – authorizing the Mayor to enter into and sign the Service Agreement with Nisqually Indian Reservation for housing of Inmates. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

b) Resolution No. 2010- 03 – Authorizing the Mayor to enter into and sign an Agreement with Pierce County for Radar Equipment Support – Chief Gallagher presented this Resolution for adoption and clarified the question from the previous meeting stating that this is an all inclusive price for service, there are no hidden charges for mileage. **Council member Anderson moved to adopt Resolution No. 2010-03 – authorizing the Mayor to enter into and sign an Agreement with Pierce County for Radar Equipment Support. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

c) Resolution No. 2010-06 – Adopting a policy pertaining to right-of-way – City Clerk-Treasurer presented this Resolution for adoption explaining the need for the City to have a right-of-way policy adopted as a requirement of utilizing Federal funding as in the Sussex Ave/ARRA project. The City Attorney suggested that Council may wish to make a change to identify the responsible party as the Mayor or designee. Council discussed changing references from the Public Works Director to the Mayor or designee. **Council member Brodersen moved to adopt Resolution No. 2010-06 – adopting a policy pertaining to Right-of-Way with the designated responsible party the Mayor or designee. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

12) **ORDINANCES:** None.

Administration/Finance Report – City Clerk-Treasurer Garrison reported staff is looking into obtaining shredding bins from LeMay as we will start the process of purging old non-archival records and organizing the records storage area; an appointment is set up with Timberland Bank tomorrow morning as they will outline what they have to offer the City for banking services; with the enforcement activity with regard to facility charges we are down to 18 still not delivered, 17 not responding and 13 actively working on a solution – grants have been awarded, loans have been issued and some have paid in full; DOT came out and spent two and one-half hours doing a paperwork audit on the Sussex Avenue Project with the Engineer, Public Works Director and Clerk-Treasurer – the Engineer was tasked with rectifying some deficiencies in the records. A point of information that was submitted was the requirement the City will be facing for single year audits for the fiscal years 2009 and 2010 due to the federal money utilized on the sewer project and the Sussex Ave/ARRA project, these audits will cost the City approximately \$10,000 per year and require Staff to submit the Annual Report earlier than normally required. Staff will be attending a one day training session on the changes made in reporting for the Annual Report.

13) **ANNOUNCEMENTS:**

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:30 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor