

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

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

**CITY OF TENINO**  
**City Council Regular Meeting**  
**Minutes**  
**March 9, 2010**

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

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

**STAFF:** Pete Swensson, Senior Planner with TRPC; Sean Gallagher, Chief of Police; Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director; and Betty Garrison, City Clerk-Treasurer.

**FLAG SALUTE:** Council member Foster led the pledge of allegiance.

Council member Anderson joined the meeting at 7:33 p.m.

2) **AGENDA APPROVAL:** Council member Kelley-Donohue moved to approve the Agenda as amended to include a presentation on a Transportation Benefit District. Council member Anderson seconded the motion. The motion carried, 5-0.

3) **APPROVAL OF MINUTES:** Council member Kelley-Donohue moved to approve the Minutes of the February 23, 2010 Work Sessions and Regular Meeting. Council member Foster seconded the motion, which carried, 5-0.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:**

a) 2010 Census Partner Proclamation – Senior Planner Pete Swensson explained the legal requirement to take a complete census every 10 years and the importance of participation in the 2010 Census and how the data that is gathered is utilized for apportioning representation, distribution of State and Federal funding, and planning for local needs. He encouraged everyone to return the questionnaire that is sent out in the mail and to return it early so that the Census Bureau is not spending extra funding to send someone personally to your door. Mayor Jones read the 2010 Census Partner Proclamation for the City of Tenino. **Council member Kelley-Donohue moved to approve the 2010 Census Partner Proclamation. Council member Brodersen seconded the motion, which carried 5-0.**

b) Transportation Benefit Districts – Lester Olson, Director of Thurston County Public Works and Thera Black, Senior Planner with Thurston Regional Planning Council presented

information on Transportation Benefit Districts and invited the City of Tenino to explore the possibility of participation in a Thurston County Transportation Benefit District and to assist with determining how it would be set up. Mayor Jones committed the City of Tenino to participate with the group and discuss the proposal.

## 8) **REPORTS:**

### a) **Staff**

Police – Deputy Chief Gallagher distributed a portion of email correspondence with CAPCOM regarding the radio transmission issues in the Tenino area. There are areas where it is not possible to transmit on the portable radios, potential solutions are being explored. CAPCOM has agreed to attend the next Council meeting on March 23, 2010. Council discussed the problem, potential solutions, and questions to be answered.

Public Works – Public Works Director Dave Dafoe reported that he was approached by a local scrap metal guy who is interested in removing the scrap metal from the old dump area. Council requested that he present his proposal to Council to include information on restoration of the property and liability coverage. He reported that the City would be participating in fire inspections next week. Public Works will be advertising to replace the Maintenance Worker vacancy in the Department.

Development Service – Development Services Director Ron Kemp distributed the current spreadsheets and explained that he was close to completion of a reconciliation for the grinder pump order and anticipates that a Change Order will be required. He reported that he will be obtaining bids from the Small Works Roster for the “Turned Plumbing” required to connect some residences within the City to the Sewer System. Development Services was recently approached by a property owner regarding the possibility of development of a parcel zoned for mixed use with the construction of a 24 unit apartment complex for low income housing. Council member Kelley-Donohue identified the project as potentially meeting the requirements for Home Consortium funding.

Administration/Finance – City Clerk-Treasurer Garrison reported that Timberland Bank will be in on the 24<sup>th</sup> to install and train staff on the remote capture deposit and ACH applications. She reported that she and Admin Clerk Denise Nelson would be attending the Washington Municipal Clerks Conference in Spokane Valley next week. Council packets for the meeting on March 23, 2010 will be distributed on Saturday rather than Friday. She reported attending a training class on Annual Reporting by the State Auditor’s Office, many changes have been made that will effect reporting for 2009 and 2010. The 25<sup>th</sup> there is a class in Grant Accounting that she will be attending, also. Mayor Jones, Council member Donohue and City Clerk-Treasurer Garrison attended a session on setting up a Wellness Program; Council will be seeing plans for that in the near future. Wellness Screening is scheduled for the employees on April 28<sup>th</sup>, elected officials may participate if they wish by notifying the City Clerk-Treasurer to get an appointment.

### b) **Commissions**

Civil Service Commission - City Clerk-Treasurer Garrison reported that the Commission is scheduled to meet March 23, 2010, as it is time to renew the entry-level eligibility list.

Planning Commission – City Clerk-Treasurer Garrison reported that the Commission will be viewing the second session of Training for Planning Commissioners at their Work Session on Thursday, March 11, 2010 and will hold their regular meeting next week on Thursday, March 18, 2010.

Park Commission – Mayor Jones reported that the Park Commission Meeting was cancelled due to the lack of a quorum.

c) **Committees**

Sewer Committee – Council member Simmons reported that they will have a Construction meeting next week.

d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones reported meeting and discussing positioning for the next round of Stimulus Money. They also had the first of a series of informational briefings on Water from the Department of Health.

Transportation Policy – Council member Brodersen reported that the Transportation Policy Board will be meeting tomorrow.

CAPCOM - No report.

Solid Waste Advisory – Council member Simmons reported that the meetings are on the second Thursday of the month.

Home Consortium – Council member Kelley-Donohue reported that they met Monday, the highlights of the meeting included looking at Revenue streams to consider with the awarding of grants and as it is down they will award 10% less this year; they reviewed the calendar; looked at the RFP and reviewed the criteria for ranking projects; added a banking representative to the Advisory Committee; discussed emergency funding for the Shelter and the potential for making it annual funding.

Medic (EMS) – No report.

Emergency Management – No report.

Mayor Jones drew Council attention to the Draft letter from the South County Mayors requesting an additional seat on the CAPCOM Board. Council discussed and the consensus was to support the effort.

e) **Outside Agencies**

Library – No report.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:** None.

10) **NEW BUSINESS:**

a) DOC Work Crew Proposal – Mayor Jones reported meeting with a Sergeant in charge of the Community Work Crews from Cedar Creek Correctional Facility and the possibility of them being able to work on City of Tenino Projects. Council discussed potential projects and concerns. Council agreed by consensus to move forward with obtaining an agreement for services. Specific projects will be identified at a later date.

4) **CONSENT CALENDAR:**

a) February 24 through March 9, 2010 Vouchers - Payroll Check # 5832 through 5863 and EFT #22810 in the amount of \$60,527.41 and Claims Check # 19904 through 19982 in the amount of \$1,087,412.35 for a total of \$1,147,939.76.

b) Financial Reports for the period ended February 28, 2010.

**Council member Brodersen moved to approve the Consent Calendar consisting of February 24 through March 9, 2010 Vouchers - Payroll Check # 5832 through 5863 and EFT #22810 in the amount of \$66,527.41 and Claims Check # 19904 through 19982 in the amount of \$1,087,412.35 for a total of \$1,147,939.76, and the**

**Financial Reports for the period ended February 28, 2010. Council member Anderson seconded the motion, which carried, 5-0.**

Council member Anderson left the meeting at 9:15 p.m.

11) **RESOLUTIONS:**

a) Resolution No. 2010-13 – Ratifying the Mayor’s action in signing the attached Task Assignment with Washington State Department of Transportation for the review of the Appraisal for the Park Land Acquisition Project. – Mayor Jones presented Resolution No. 2010-13 for adoption. **Council member Kelley-Donohue moved to adopt Resolution No. 2010-13 – Ratifying the Mayor’s action in signing the attached Task Assignment with Washington State Department of Transportation for the review of the Appraisal for the Park Land Acquisition Project. Council member Brodersen seconded the motion.** Council member Brodersen requested the time line for completion of the review. Council member Kelley-Donohue volunteered to research the time line for completion. **The motion carried 4-0.**

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:**

Council member Brodersen asked regarding identifying a liaison to attend the School Board Meetings. The School Board meets for a work session on the second Monday of each month at 7 p.m. and their regular meeting is the third Monday of each month at 6:30 p.m. Council member Kelley-Donohue volunteered to attend meetings to start the process with the understanding that this can be negotiated at a later date possibly becoming a rotating position so that all members attend at some time during the year.

Mayor Jones asked if anyone was interested in sitting on the committee to research and discuss the Regional Transportation Benefit District? Hearing no volunteers he volunteered to attend to begin the process.

Council member Simmons expressed appreciation for Public Works Director Dafoe as he responds to calls for Sewer issues at all times of the day and night.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 9:24 p.m.

---

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

ATTEST:

---

Kenneth A. Jones, Mayor