

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
March 23, 2010 - 7 p.m.

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

CITY OF TENINO
City Council Regular Meeting
Minutes
March 23, 2010

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. March 23, 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: Council member Kelley-Donohue led the pledge of allegiance.

2) **AGENDA APPROVAL:** Council member Kelley-Donohue moved to approve the Agenda with the addition of a presentation by Keith Phillips. 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 March 9, 2010 Work Sessions and Regular Meeting. Council member Foster seconded the motion, which carried, 5-0.

4) **CONSENT CALENDAR:**

a) March 10 through March 23, 2010 Vouchers - Payroll Check # 5864 through 5879 and EFT #31510 in the amount of \$38,802.03 and Claims Check # 19983 through 20012 in the amount of \$70,226.05 for a total of \$109,028.08.

b) Liquor License Renewal for the Fraternal Order of Eagles.

Council member Anderson moved to approve the Consent Calendar consisting of March 10 through March 23, 2010 Vouchers - Payroll Check # 5864 through 5879 and EFT #31510 in the amount of \$38,802.03 and Claims Check # 19983 through 20012 in the amount of \$70,226.05 for a total of \$109,028.08, and the Liquor License Renewal for the Fraternal Order of Eagles. Council member Kelley-Donohue seconded the motion, which carried, 5-0.

5) **PUBLIC COMMENTS:**

Sandra Lestenkof addressed Council with continued concerns regarding the car park at the school. Rocks are being flung through the air by cars squirreling around, presenting a safety concern for children and property.

Timon Lestenkof addressed Council expressing the concern that the situation is rapidly deteriorating and the unacceptable behaviors are getting worse instead of better.

Mayor Jones indicated that he would follow-up on the situation.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:**

c) Keith Phillips presented a proposal for signage at the Treatment Plant. Council discussed the options and suggestions. Council suggested that the facility be labeled a “Wastewater Treatment Plant” rather than a “Class A Water Reuse Facility” so that it would be clear what it is. Development Services Director Kemp indicated that the sign could be paid for out of the Landscaping budget.

b) Proclamation – Bicycle Commuter Month – Mayor Jones read the Proclamation claiming May as Bicycle Commuter Month. It was the consensus of Council to concur with the Proclamation.

a) CAPCOM – Jim Quackenbush and KD Seeley addressed Council with information to address the concerns for officer safety presented by the radio communication dead spots. They offered a 30 foot roan tower that was declared surplus, plus the antennae and wire. They will provide the required detailed construction plan. The City would need to pour the foundation, purchase the radio and install the tower. CAPCOM will install the telephone lines and cover the ongoing costs for the telephone/communications lines.

8) **REPORTS:**

a) **Staff**

Police – No report.

Public Works – Public Works Director Dafoe reported advertising for the Maintenance Worker position. Over 50 applications have been received and the advertisement doesn't close until the 2nd of April. There is an Eagle Scout Project to be done in the Park, installing a cable fence around the reservoir and painting the inside to cover up the graffiti. Council discussed the removal of the tree that is down over the new fence. Public Works Director Dafoe stated that he was expecting to get bids (tomorrow) on Wednesday.

Development Service – Development Services Director Ron Kemp reported that 30 % of the properties that are being connected to the Sewer System have septic systems that either have failed or are close to failure. 369 properties are connected, 183 are ready for connections, 47 require turned plumbing, 22 are incomplete and 32 are on the hit list. Thursday he plans to send out the electrician. Four building permit applications have come in since March 16. He will be in Tukwila in training next week for the new building codes.

Administration/Finance – City Clerk-Treasurer Garrison reported: attending Washington Municipal Clerks Conference in Spokane Valley last week with Admin Clerk Nelson. It was a wonderful Conference with some very good speakers, and activities. The City Code and Ordinances that need to be added have been sent to Municipal Code Corporation for an estimate on the time involved and expense of a legal review, update and to be put into electronic format so that we will be able to offer our citizens an on-line link. Staff has been challenged with some family medical emergencies that have put some stress on staffing the office. Thanks to staff cooperation the office has been kept open and service has been provided. She has been in discussion with Hillier's office regarding the Wellspring Lease and Council can expect to see a proposal soon. Tomorrow Timberland Bank will be at City Hall to install the software and equipment for the remote capture deposits and training staff Automatic payroll deposits, will start with the next payroll and the City will also have the ability to debit customer accounts to pay utility bills – if anyone is interested let us know and we will get it started. On Thursday Clerk-Treasurer Garrison will be attending a training session for Grant Accounting provided by Washington Finance Officers Association and the State Auditor's Office.

b) **Commissions**

Civil Service Commission - Civil Service Secretary-Chief Examiner Garrison reported that the Commission met this morning and they authorized the initiation of the testing process for an entry level eligibility list.

Planning Commission – Planning Commission Chair Donohue reported being elected Chair for the upcoming year with Commissioner Budsberg selected as Vice-Chair. The Commission is looking forward to the appointment of another commissioner. At the meeting they discussed DOE regulations and the potential for them to release the Creek allowing it to be governed by the City and the Draft Hazard Mitigation Plan. Chair Donohue reported the Commission recommended the approval of the Water System Plan as revised.

Park Commission – No report.

c) **Committees**

Sewer Committee – No report.

d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones reported that the continuing series on Water 101 will be presented at the next meeting by Fish & Wildlife.

Transportation Policy – Council member Brodersen reported attending the meeting at which they heard a presentation on proposed projects for the second round of stimulus funding; over the next several meetings they will be looking at modifying their goals and policies.

CAPCOM - No report.

Solid Waste Advisory – Council member Simmons reported attending the meeting; there was a presentation and then they took a field trip to Seattle, which he did not attend.

Home Consortium – Council member Kelley-Donohue reported working via email regarding the homeless. She thanked City Hall staff for all the assistance with printing out the RFP's for review. Council member Kelley-Donohue reported participating in the Webinar on Wellness last Thursday reviewing Chapter 2 of the Manual. She mentioned the input on how to deal with stress and the need for staff to use their vacation time. The next webinar will be April 15th.

Medic (EMS) – No report.

Emergency Management – Mayor Jones reported that he and Chief Gallagher would be attending the meeting on Thursday.

e) **Outside Agencies**

Library – No Report.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:**

a) Adoption of Water System Plan – Public Works Director Dafoe presented the revised/updated Water System Plan for adoption. He reminded Council that this is the plan that they have been working on over the past five years. The need to procure water rights is the biggest hurdle at this time and the City needs to start budgeting to put funding aside to purchase them in the future. **Council member Kelley-Donohue moved to adopt the Tenino Water System Plan Update as revised and presented. Council member Anderson seconded the motion.** Council discussed the need to review the current rate schedule for connecting to the system and requested that it be put on the Agenda for the Work Session at the last meeting in April. **The motion carried 5-0.**

10) **NEW BUSINESS:**

a) Authorization to purchase a trailer for the mini excavator – Public Works Director requested authorization to purchase a trailer for transporting the mini excavator. He identified the lowest bid offering the heaviest duty trailer. **Council member Brodersen moved to authorize the purchase of a 16 foot trailer from Trailer Town for \$3,740.00 plus tax and licensing. Council member Kelley-Donohue seconded the motion.** Council discussed the time necessary for building the trailer and expressed concern whether it would meet the City’s timelines. Public Works Director Dafoe addressed the concern explaining that Trailer Town indicated that they could have it built within a week. **The motion carried 5-0.**

11) **RESOLUTIONS:**

a) Resolution No. 2010-10 – Adopting a policy pertaining to right-of-way – City Clerk-Treasurer Garrison presented this Resolution for adoption and explained the reason for the change. **Council member Kelley-Donohue moved to adopt Resolution No. 2010-10 – adopting a policy pertaining to Right-of-way. Council member Brodersen seconded the motion. The motion carried 5-0.**

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:**

Council member Kelley-Donohue requested time on the next Agenda to hear from Chief Gallagher regarding the presentation from CAPCOM. It was the consensus of Council to authorize the Mayor to direct the Chief to move forward with their proposal if he is agreeable with the conditions, and to report back to Council.

Council member Brodersen asked regarding the attendance of a City representative at School Board meetings. Council discussed the need to start participating by attendance at these meetings.

Dan Fisher identified a scribner error on the Agenda indicating the approval of the minutes from the January 12, 2010 meeting when it was in fact the March 9, 2010 meeting minutes that were approved.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:55 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor