

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
April 13, 2010 - 7 p.m.

Council reviewed the information distributed and Vouchers. Informal discussion by Council. Work Session times and potential policy changes were discussed.

CITY OF TENINO
City Council Regular Meeting
Minutes
April 13, 2010

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. April 13, 2010.

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

STAFF: 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 Kelley Donohue led the pledge of allegiance.

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

2) **AGENDA APPROVAL:** Council member Kelley-Donohue moved to approve the Amended 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 March 23, 2010 Work Sessions and Regular Meeting. Council member Foster seconded the motion, which carried, 5-0.

Mayor Jones deferred the Consent Calendar to later in the meeting.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – Deputy Chief Gallagher reported that he spoke with Katie Seeley today and CAPCOM is ready to deliver the antennae; talked to the building official and it can be put up. There was another drug seizure that appears to come from the same source as the last one. The High School parking issue has been resolved, the neighbors are happy with the City's response. There have been some car prowl issues on Park Street; they are targeting cars with purses left in them.

Public Works – No report.

Development Service – Development Services Director Ron Kemp reported 502 properties are connected to the sewer as of today, 83 are ready for connection, 33 are getting turned plumbing done, 6 are not complete or even started by RP & Company, 41 are without L & I approval of the owner's electrical, and 16 of that 45 were given notices forcing connection on 4/13. RP & Company is still making connections and is currently installing the difficult chambers and making the connections where the existing systems need to be abandoned prior to final connection to the system. The mix liquor concentration of sewerage came up slowly from a very low point late in February. This requires an additional 45,000 gallons of seed sludge be delivered to the plant. Current flow rates at the treatment plant indicate about 62,000 gallons per day of sewerage. Based on our current status we are approximately 74% connected. Three new homes are under construction since the last Council meeting. He attended the code update classes in Tukwila the week of March 29th, these codes will take effect on July 1st.

Administration/Finance – City Clerk-Treasurer Garrison reported: Capcom is now sending information regarding their Administration and Operations Board meetings. The Department of Health approved the Water Plan that Council adopted. Timberland Bank accounts are up and running. Staff is processing Remote deposits every day for the City and twice a week for the Court. Check numbers that were voided with the Bank transfer are noted by memo and attached to the check register for the City's permanent record. Automatic Payroll Deposits were done for the first time, on-line banking is very user friendly, the bank statements were delivered electronically on the first of the month. She attended a Grant Accounting Class in Vancouver taught by the State Auditor's Office, they provided lots of valuable information that will assist the City with the single audit process for our federal funding. The Wellness screening is scheduled for April 28th, Council is invited to participate. Reports to the Auditor's Office were explained in a Memo distributed to Council. Reconciliation for the Court Services billing was completed and will be reviewed with Mrs. Garrison from Rainier. Council can expect an Ordinance addressing fees and charges for City services at the next meeting. Paul Brewster from TRPC has requested time on the next Council agenda for the Tenino National Hazard Mitigation Plan. The Work Session on the 27th will start at 6:30.

b) **Commissions**

Civil Service Commission - Civil Service Secretary/Chief Examiner Garrison reported receiving a number of applications for the Entry Level Testing that was advertised. The testing will be held on the 24th, starting with Physical Agility and then the written test for those that are successful with the Physical Agility Test.

Planning Commission – Planning Commission Chair Donohue reported: the Commission held an open meeting on the Hazard Mitigation Plan during their Work Session last week and will be discussing it again at the Commission meeting on Thursday, April 15th. They anticipate approval at that time and then they will forward it to Council for action. The Commission is inviting Staff and Council to give them any items that they would like to have addressed by the Commission this year. They will be working on the Critical Areas Regulations. Council member Brodersen asked regarding the response to the advertisement for interested individuals to fill the vacant position on the Commission. No applications were received.

Park Commission – Council member Brodersen reported that they met last night and addressed the Park Master Plan and will be discussing it further at their next meeting. They had a presentation from Tianne Carrigan regarding the potential installation of a Reflexology Path in the Park.

c) **Committees**

Sewer Committee – No Report.

d) **Liaisons**

Thurston Regional Planning Council – Council member Brodersen attended the meeting at which they updated their By-laws. Concern was brought up regarding the weighted voting mechanism. They created a subcommittee to look at Urban Growth Areas. Council member Brodersen volunteered to represent the City of Tenino.

Transportation Policy – Council member Brodersen reported attending a training session today and the Board will be meeting tomorrow.

CAPCOM - Information was distributed in Council packets.

Solid Waste Advisory – Council member Simmons reported that Styrofoam is now being accepted on Israel Road.

Home Consortium – Council member Kelley-Donohue reported attending the monthly meeting yesterday. They reviewed, discussed and made recommendations to Thurston County for the projects that they would like to see funded this year. The Tenino Project for the 24 Unit apartment complex was not funded as the application was not complete. Tenino will receive some TEBRA Rental Assistance Funding. A Housing Forum is scheduled for May 1st where they invite the public and will be discussing the Homeless Census Report. The homeless count in Thurston County doubled this year over last year.

Medic (EMS) – No report.

Emergency Management – Chief Gallagher reported that the Mayor and he attended the meeting at the Nisqually Tribe. They toured the new Youth and Senior Service Center, it will be available to other communities in case of emergency and they discussed radio communications.

e) **Outside Agencies**

Library – Council member Kelley-Donohue reported that the Timberland Library quarterly meeting is tonight.

Museum – Received a \$5,000.00 Grant for electronic archiving of records.

Fire District #12 – No report.

4) **CONSENT CALENDAR:**

a) March 24 through April 13, 2010 Vouchers - Payroll Checks # 5951 through 5982 and EFT in the amount of \$64,292.93 and Claims Checks # 20101 through 20166 in the amount of \$406,596.73 for a total of \$470,889.66. (Note – Payroll Checks # 5880 – 5950 and Claims Checks # 20013 – 20100 were voided.)

b) Financial Report for the period ended March 31, 2010.

c) Liquor License Permit for June 23 & 24 Special Event.

Council member Anderson requested item c be pulled from the Consent Calendar. Mayor Jones pulled the approval of a Special Event Liquor License for the VFW from the Consent Calendar.

Council member Kelley-Donohue moved to approve the Consent Calendar consisting of March 24 through April 13, 2010 Vouchers - Payroll Check # 5951 through 5982 and EFT in the amount of \$64,292.93 and Claims Check # 20101 through 20166 in the amount of \$406,596.73 for a total of \$470,889.66, and the Financial Reports for the period ended March 31, 2010. Council member Anderson seconded the motion, which carried, 5-0.

Council member Anderson moved to suspend the rules to allow for liquor in the Park on June 23 and 24, 2010. Council member Kelley-Donohue seconded the motion. Council discussed timing and security. The motion carried, 5-0. Council member Anderson moved to approve the VFW liquor license permit request for the Special Events in the Park on June 23 and 24, 2010. Council member Kelley-Donohue seconded the motion. Council discussed. The motion carried, 5-0.

9) **OLD BUSINESS:** None.

Council member Anderson removed himself from the dais.

10) **NEW BUSINESS:**

a) Request for an exception on Water Bill – Mr. Anderson addressed Council requesting Council allow for payment arrangements on his past due Water Accounts. He requested the City Clerk be allowed to set up and accept payment arrangements and that the late fees be waived for all accounts that were in the same situation. His bankruptcy covers some of the itemized charges if they were prior to filing date in February 2008. Mr. Anderson removed himself from the room at 8:34 p.m. City Clerk-Treasurer Garrison reported to Council on some of the problems that were discovered and the changes that have been made to be sure the same issues do not re-occur. In January Council agreed to allow payment arrangements for a past due balance, late fees were not waived, at the time that the payment agreement was made no further late fees were assessed. The difference is that in this case no billings were sent for a portion of this period. Council discussed lock out procedures, the question of waiving the late fees and procedures being implemented to be sure this does not happen again. **Council member Brodersen moved to authorize an exception to the rules on Utility Billing and to authorize the Mayor and City Clerk-Treasurer to enter into payment arrangements for the outstanding balances on Frank Andersons' accounts, the agreement to provide for keeping all current charges paid and the outstanding balance being financed to reflect the adjustment for bankruptcy (unpaid activity prior to 3/1/08); no additional service charges or interest fees will be charged as long as the payments are made in accordance with the agreement. Council member Kelley-Donohue seconded the motion, which passed 4-0.**

Mr. Anderson returned to the meeting. Mayor Jones explained the decision of Council.

Council member Anderson rejoined the meeting at 8:54 p.m.

11) **RESOLUTIONS:**

a) Resolution No. 2010-14 – Authorizing the Mayor to enter into a credit agreement with Elan Financial Services for the Elan One Card Program. Clerk-Treasurer Garrison requested adoption of this Resolution. **Council member Brodersen moved to adopt Resolution No. 2010-14 - authorizing the Mayor to enter into a Credit Agreement with the Elan Financial Services for the Elan One Card Program. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

b) Resolution No. 2010-15 – Authorizing the Mayor to enter into and sign a Lease Agreement with Well Spring Church and Senior Services of South Sound – **Council member Anderson moved to adopt Resolution No. 2010-15 – authorizing the Mayor to enter into and sign a Lease Agreement with Wellspring Church and Senior Services of South Sound. Council member Foster seconded the motion.** Council member Kelley-Donohue requested the references to “Food Bank” be changed to “Food Warehouse”. She discussed the blanks in the agreement indicating that a 1 year term would be acceptable, and indicated that in consideration of the services provided to the community a minimal rental fee could be considered or possibly combining utility charges and rental fee into a flat rate for each agency. Council discussed. **Council member Anderson withdrew his motion. Council member Foster withdrew her second. It was the consensus of the Council to bring this back to Council for action at the next meeting.**

Council member Anderson left the meeting at 9:04 p.m.

b) Resolution No. 2010-16 – Declaring certain personal property as surplus and of no further value to the City, and directing the disposal thereof – Public Works Director Dafoe requested the adoption of this Resolution to allow for the disposal of surplus property. **Council member Kelley-Donohue moved to adopt Resolution No. 2010-16 – declaring certain personal property as surplus and of no further value to the City, and directing the disposal thereof. Council member Brodersen seconded the motion. The motion carried 4-0.**

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:** Council member Brodersen reported that Census forms are available at the Timberland Library or the Olympia Center.

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