

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
May 11, 2010

Work Session at 6:30 p.m.

Council reviewed the information distributed, the Vouchers and Financial Reports presented for approval.

Informal discussions regarding items on the Agenda for the regular meeting and a time to question staff.

CITY OF TENINO
City Council Regular Meeting
Minutes
May 11, 2010

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. May 11, 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: Mayor Jones led the pledge of allegiance.

2) **AGENDA APPROVAL:** Council member Kelley-Donohue moved to approve the Amended Agenda. Council member Foster seconded the motion. The motion carried, 4-0.

3) **APPROVAL OF MINUTES:** Council member Brodersen moved to approve the Minutes of the April 27, 2010 Work Sessions and Regular Meeting. Council member Kelley-Donohue seconded the motion, which carried, 4-0.

4) **CONSENT CALENDAR:**

a) April 28th through May 11, 2010 Vouchers - Payroll Check # 6000 through 6031 in the amount of \$62,870.56 and Claims Check # 20202 through 20247 in the amount of \$122,194.32 for a total of \$185,064.88.

b) Financial Report for the period ended April 30, 2010.

Council member Brodersen moved to approve the Consent Calendar consisting of April 28 through May 11, 2010 Vouchers - Payroll Check # 6000 through 6031 in the amount of \$62,870.56 and Claims Check # 20202 through 20247 in the amount of \$122,194.32 for a total of \$185,064.88, and the Treasurer's Report for the period ended April 30, 2010. Council member Kelley-Donohue seconded the motion, which carried, 4-0.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:**

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – Deputy Chief Gallagher reported Sergeant Evans was placed on Administrative Leave April 30, 2010. The shifts are being covered with the remaining personnel. Thurston County Sheriff's Office is providing assistance for us. Officer Shenkel is progressing well through his field training. A background investigation on a lateral candidate is being processed. Officer Reynolds will be attending a Bike Training program being sponsored by Lacey PD. Officers have been spending some time in Bucoda working on known narcotic activity. Patrol increases in the Tenino and Bucoda areas appeared to have had an influence on property crimes in the Tenino area. Traffic enforcement efforts are being increased to address the additional traffic that is traveling through the City. The annual crime statistics were just received, a report will be provided at the next Council meeting.

Public Works – No report.

Development Service – Development Services Director Ron Kemp reported 618 properties connected to the sewer; 23 are waiting to have the plumbing turned; 19 are awaiting L&I approval of the property owner's electrical connection. The E-I Contract and orders have been reconciled. A change order will be needed to finalize the contract.

There have been 23 building permits issued year to date. The building permit form will be changed to include collection of water and sewer facility/capacity charges.

Administration/Finance – City Clerk-Treasurer Garrison reported that staff is working on updating Court procedures and have started work on records retention. The City received notification today that we will be granted an additional \$35,000 for the Sussex Avenue Project.

b) **Commissions**

Planning Commission – Planning Commission Chair Donohue reported the Commission will meet on Thursday, May 13th. Steve Morrison, Senior Planner from TRPC and a representative from the State Department of Ecology will be at the meeting to discuss the Shoreline Master Plan. He reported being notified of the additional funding coming for the Sussex Avenue Project to take care of the six corners that have too steep of a grade for ADA compliance.

Civil Service Commission - Civil Service Secretary/Chief Examiner Garrison reported that the Oral Board is being scheduled for the last week in May for the entry level applicants. All fifteen that took the written test passed.

Park Commission – Council member Brodersen reported attending the meeting the previous evening. The Commission held lengthy discussions regarding the Park Master Plan and discussed the potential for taking a survey of the community. Mayor Jones reminded that any survey they wished to distribute to the Community in the name of the City would require review and approval.

c) **Committees**

Sewer Committee – No report.

d) **Liaisons**

Thurston Regional Planning Council – Mayor Jones reported attending the meeting. The program was a continuation of the information presentations; the series on Water 101. This presentation was by LOT regarding reclaimed water and purple pipe. It was very informative.

Council member Brodersen reported on the meeting of the Urban Growth Management Committee. They discussed the proposed amendment to the Tumwater UGA land use; they are requesting a reduction of 853 acres and the committee is recommending approval.

Transportation Policy – Council member Brodersen reported that they will meet tomorrow.

CAPCOM - City Clerk-Treasurer Garrison reported that they are sending meeting minutes and agendas via email and it is being distributed in the Council packet.

Solid Waste Advisory – Council member Simmons reported that they are scheduled for a five hour meeting.

Home Consortium – Council member Kelley-Donohue reported attending the meeting on the Homeless. It was well attended and she will report at the next meeting.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – Librarian Ryan Williams reported Timberland Library is undergoing a computer system migration. The new system should be live on Friday. Tenino Library welcomes a new staff member Sara Wall. Ms. Wall will be providing youth services programming at the library. The summer reading program will be starting next month. May 20th the Friends of Tenino Library will host their annual Silver Tea.

Museum – No report.

Fire District #12 – Public Works Director Dafoe reported that Patrick Wiltzius provided a training class for the Fire Department at the Treatment Plant.

9) **OLD BUSINESS:**

a) DOC Work Crew Proposal – City Clerk Treasurer Garrison presented this information to Council with a brief background. **Council member Simmons moved to authorize the Mayor to sign the Contract and agreements with DOC pending approval by the City Attorney and request staff to prepare a Resolution for the next Council meeting ratifying this action. Council member Kelley-Donohue seconded the motion, which passed 4-0.**

10) **NEW BUSINESS:**

a) Request for reduced fees for use of the Park – City Clerk-Treasurer Garrison presented this proposal for Council consideration. Public Works Director Dafoe had talked to them briefly. Council discussed and requested that staff contact the references listed and check into potential impacts of waiving the deposit. Past practice has allowed for waiving of the deposit for special events but not reducing the fees. Council agreed by consensus to revisit this at the next Council meeting after staff has done research.

b) Staffing Change – Chief Gallagher presented this request to elevate the Police Admin Clerk to a Police Clerk/Supervisor and increase duties to include educating officers on clerical and records duties and the Evidence Tech duties. Council discussed and requested more documentation to include a revised Job Description for their consideration at the next meeting.

c) Duty Differential Pay – Chief Gallagher presented this request for authorization to pay a duty differential for additional duties assigned to an officer on a temporary basis. Council discussed to clarify the difference between a duty differential and a job classification. **Council member Kelley-Donohue moved to authorize duty differential pay for additional duties assigned to**

officers by the Chief. Council member Simmons seconded the motion. The motion carried 4-0.

11) **RESOLUTIONS:** None.

12) **ORDINANCES:**

a) Ordinance No. 775 – Amending certain sections of Chapter 13.04 of the Tenino Municipal Code. – City Clerk-Treasurer presented this Ordinance for the first reading. This was discussed at the April 27th meeting and is presented as requested. Proposed change for shut-off day from the 10th to the 16th. Council discussed and consensus was that it would benefit the citizens. **Council member Brodersen moved to accept this as the first reading of Ordinance No. 775 – amending certain sections of Chapter 13.04 of the Tenino Municipal Code. Council member Kelley-Donohue seconded the motion. The motion carried 4-0.**

b) Ordinance No. 774 – Mandating monthly sewer rates for all developed properties with water meters not excluded by WAC – Development Services Director Kemp presented this Ordinance for the second reading and adoption. Council discussed the need for exceptions and special situations to be identified and addressed. Council requested more complete information be presented so that this could be adopted in a final format without the immediate need for amendment. Council requested by consensus that this be brought back when further research is done and after the City Attorney has reviewed the proposed clarifications.

13) **ANNOUNCEMENTS:**

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 8:35 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor