

**CITY OF TENINO**  
**Minutes of the Council Work Session**  
**Council Chambers**  
**May 25, 2010 – 6:30 p.m.**

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

**CITY OF TENINO**  
**City Council Regular Meeting**  
**Minutes**  
**May 25, 2010**

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. May 25, 2010.

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

**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 Anderson 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 February 9, 2010 Work Sessions and Regular Meeting. Council member Brodersen seconded the motion, which carried, 5-0.

4) **CONSENT CALENDAR:**

a) May 12 through May 25, 2010 Vouchers - Payroll Check # 6032 through 6049 in the amount of \$28,178.38 and Claims Check # 20248 through 20286 in the amount of \$37,482.88 for a total of \$65,661.26.

Council member Kelley- Donohue moved to approve the Consent Calendar consisting of May 12 through May 25, 2010 Vouchers - Payroll Check # 6032 through # 6049 in the amount of \$28,178.38 and Claims Check # 20248 through # 20286 in the amount of \$37,482.88 for a total of \$65,661.26. Council member Foster seconded the motion, which carried, 5-0.

5) **PUBLIC COMMENTS:**

Greg Chamberlain owner of four rental units in Tenino including 1215 Park Street addressed Council requesting reimbursement for the electrical expenses connecting their rental property to a shared grinder pump and for water charges since their renter moved out. The water service was discontinued due to lack of payment; as land owner they paid the delinquent bill and stated that they didn't want the water turned back on. They have paid the water bills for the past three months.

**Council member Brodersen moved to amend the Agenda to add discussion of water charges under New Business. Council member Kelley-Donohue seconded the motion. Council discussed the need to have information to review prior to making decisions. The motion**

**failed 4 in favor – 1 opposed.** Council member Anderson advised that changing the Agenda requires a unanimous vote. This agenda remains unchanged. Council requested this be on the next agenda for discussion.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – Deputy Chief Gallagher provided Council with the 2009 Reportable Crime Statistics Report for the Tenino Police Department. The seized GMC Envoy is nearly ready, the light package and radio are being added this week-end. Staffing is maintaining police services even though we are short personnel. Thurston County Sheriff's Department has been helping with back-up. June 2, 2010 Officer Shenkel will be on his own for day shift. Department Procedure Manual updates have been completed and will be in effect starting June 1, 2010. The Department is expecting to go to electronic ticketing in mid June. The State Auditor was in and checked out the evidence today to be sure the steps that were suggested had been implemented. The Department will be receiving five mobile terminals from Olympia. Public Works Director Dafoe and Chief Gallagher are exploring the potential to change cell phone carriers to obtain better service and reception. There will be a meeting to kick-off the RMS at Capcom on June 8<sup>th</sup>. It is open to elected officials starting at 9 am.

Public Works – Public Works Director Dafoe advised Council that he would be purchasing the confined space equipment that is required by the Department of Labor & Industries for the Sewer Treatment Plant and the scales that are required by the Department of Ecology. He reported disposing of the surplus equipment by sale and turning over \$1,200.00 to the City of the sale of the three pieces of equipment that was of no use to the City. RP is scheduled to be done next week. There have been some snags with the asphalt and concrete and he is expecting some budget overruns as a result. He reported that the City is basically done with the E-One Contract and they will try to complete the paperwork and release the retainage. Public Works will be starting the abandonment process at Bucoda Highway and Huston Streets on Thursday. RP has been doing some hydro-seeding and laying down top soil. Council questioned the number of pump problems. Public Works Director Dafoe reported that there have been a few minor issues with the Treatment Plant that have fallen under the warrantee. The waste pump needs repair and there are some filterability problems.

Development Service – Development Services Director Kemp provided a written report. Council member Brodersen requested staff investigate the interlocal agreement example that was provided with the idea that it might be an agreement that the City of Tenino would like to be a party to. Council member Donohue identified a discrepancy in the math on the report.

Administration/Finance – City Clerk-Treasurer Garrison reported that the State Auditor is on-site for the single year audit required because the City received over \$500,000.00 in federal funding for the year 2009. The Auditor's Office would like to also do the accountability audit for 2009 while they are here due to the reported issues. The estimated cost for both audits is \$15,000.00. The amount budgeted was \$10,000.00. It was the consensus of Council to allow for both audits at this time. She also reported that the inter-fund loan from Capital Improvements to the Street Fund will need to be extended as the reimbursement from USDA is still not received.

b) **Commissions**

Civil Service Commission - Civil Service Secretary/Chief Examiner Garrison

reported that the Oral Board is scheduled for tomorrow with 15 interviews scheduled.

Planning Commission – Planning Commission Chair Donohue reported the Commission is changing to a docket style agenda. The major item for this year is the Shoreline Plan. The Chamber of Commerce is co-sponsoring the dedication of the Street Lights and installation of the flower baskets on June 24<sup>th</sup>.

Park Commission – No report.

c) **Committees**

Sewer Committee – No report.

d) **Liaisons**

Thurston Regional Planning Council – No report.

Transportation Policy – No report.

CAPCOM - City Clerk-Treasurer Garrison reported distribution of the minutes in Council packets.

Solid Waste Advisory – No report.

Home Consortium – No report.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – City Clerk-Treasurer reported the distribution of mail to Council members.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:**

a) Staffing Change – Chief Gallagher presented this request to Council for adoption. **Council member Brodersen moved to authorize the staffing change for the Police Admin Clerk to Police Clerk/Supervisor changing the job duties, hours salary and stipend. Council member Kelley-Donohue seconded the motion, which passed 5-0.**

10) **NEW BUSINESS:**

11) **RESOLUTIONS:**

a) Resolution No. 2010-21 – Authorizing the Mayor to enter into and sign an Agreement with Municipal Code Corporation for the republication of the City Code, the hosting of the City Code on the Web and legal review of the Code – City Clerk-Treasurer Garrison presented this Resolution to authorize the Municipal Code Corporation to republish the City Code, host it on-line and perform a legal review. **Council member Kelley-Donohue moved to adopt Resolution No. 2010-21 – authorizing the Mayor to enter into and sign an agreement with Municipal Code Corporation for the republication of the City Code, the hosting of the City Code on the Web and for legal review of the Code. Council member Anderson seconded the motion. Council member Brodersen spoke in favor of this action as a step forward allowing accessibility for the citizens to the City Code. The motion carried 5-0.**

12) **ORDINANCES:**

a) Ordinance No. 775 – Amending certain sections of Chapter 13.04 of the Tenino Municipal Code. – **Council member Kelley-Donohue moved to accept this as the second reading and Ordinance No. 775 – amending certain sections of Chapter 13.04 of the Tenino Municipal**

**Code. Council member Brodersen seconded the motion.** Council member Foster expressed a desire to change Section 4. Council & staff discussed. Citizen John O'Callahan spoke in favor of changing Section 4. Council discussed. **Council member Brodersen moved to amend Section 4. to read “ Effective June 1, 2010, in addition to the applicable minimum rate and overage charge, a surcharge of \$3.80 per month will be charged to each active meter. Revenues generated by this surcharge shall be deposited in the City’s Water Improvement Fund to be used by the combined Water/Sewer Utility.” Council member Anderson seconded the motion. The motion to amend Section 4 carried 5-0. The motion to adopt Ordinance No. 775 as amended carried 5-0.**

13) **ANNOUNCEMENTS:** None.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 9:07 p.m.

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

ATTEST:

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Kenneth A. Jones, Mayor