

CITY OF TENINO
Minutes of the Council Work Session
Council Chambers
June 22, 2010

Work Session at 6:30 p.m.

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

CITY OF TENINO
City Council Regular Meeting
Minutes
June 22, 2010

1) **CALL TO ORDER:** Mayor Ken Jones called the meeting of the Tenino City Council to order at 7:30 p.m. June 8, 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; Randall Reynolds, Police Officer; Veronica Barnes, Court Clerk; 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 Agenda. Council member Brodersen seconded the motion. The motion carried, 5-0.

3) **APPROVAL OF MINUTES:** Council member Kelley-Donohue moved to approve the Minutes of the June 8, 2010 Work Session and Regular Meeting. Council member Brodersen seconded the motion, which carried, 5-0.

4) **CONSENT CALENDAR:**

a) June 9 through June 22, 2010 Vouchers - Payroll Check # 6084 through 6103 in the amount of \$30,920.43 and Claims Check # 20332 through 20380 in the amount of \$573,590.61 for a total of \$603,511.04. (Note – Claims Check # 20287 & 20291 were voided in the amount of \$470.42.)

b) Liquor License Renewal for Scotty B's

Council member Kelley-Donohue moved to approve the Consent Calendar consisting of June 9 through June 22, 2010 Vouchers - Payroll Check # 6084 through 6103 in the amount of \$30,920.43 and Claims Check # 20332 through 20380 in the amount of \$573,590.61 for a total of \$603,511.04, and the Liquor License renewal for Scotty B's. Council member Foster seconded the motion, which carried, 5-0.

5) **PUBLIC COMMENTS:**

Theresa Janzen, Property Manager for Tenino Mobile Home Estates addressed Council requesting that late fees be waived for the property located at 773 Garfield. Mayor Jones requested Ms. Janzen submit her case in writing so that it might be researched and presented to Council for review prior to being addressed as an Agenda Item at the next meeting.

6) **PUBLIC HEARING:** None.

7) **PRESENTATIONS:**

Swearing in for Officer Reynolds – Mayor Jones administered the Oath of Office to Officer Reynolds. Chief Gallagher assigned Officer Reynolds to Detective Duty Status.

8) **REPORTS:**

a) **Staff**

Police – Chief Gallagher reported there was a burglary at Baker’s Towing. School is out the department will be increasing the patrols in and around the Parks. E-ticket should be starting within the next week. Officer Haggerty has been in training to be an instructor for handgun training. Officer Reynolds is the Department defensive tactics trainer. They will be doing the training for operating emergency vehicles with Yelm and the County using the State Patrol facility in Shelton in September.

Public Works – No report.

Development Service – Development Services Director Ron Kemp reported notifying USDA that the Treatment Plant is ready for their inspection. Sewer Committee met and discussed a Grand Opening for the Public and a Tour for the Council prior. They established a sub-committee with Paul Donohue in charge to review and provide a draft combination of Ordinance No. 774 & 775. Council discussed and set by consensus the tour of the WWTP for prior to the July 13th Council Work Session meeting at the plant at 5:30. Mayor Jones invited the Rainier Council and Planning Commission to participate in that tour.

Administration/Finance – City Clerk-Treasurer Garrison reported: The City received the results from the health screening event April 28th. The City had a 50% participation rate with 100% satisfaction reported from the surveys submitted. The 5th Wednesday County-City Meeting will be Wednesday June 30th at the Red Wind Casino. The City has received a request for Community Service work to pay a utility billing. The City has been provided the preliminary population statistics from OFM allowing for a population in Tenino of 1535 for the second year in a row. Council discussed the potential for coordination of a program that could provide Community Service to pay a utility billing.

b) **Commissions**

Civil Service Commission - No report.

Planning Commission – Planning Commission Chair Donohue reported: Commission met last Thursday and began the process of preparing a docket for the year. They intend to review the Sign Standards and Title 18 Zoning and Land Use.

Park Commission – Park Commission Chair Diane Dolstad addressed Council with the request for authorization to conduct a community survey to find out what the Community wants in the way of Park Services now and in the future. Commissioner Tim Marganelli explained the desire to find out who uses the Park and what is expected and desired for the future. He further discussed that the Commission has been working on updating the Master Park Plan. Council discussed implementation of a survey. A copy of the Draft Survey will be distributed to Council.

c) **Committees**

Sewer Committee – Council member Simmons expressed the optimistic desire to get the paperwork done and wrap up the project within the next month.

d) **Liaisons**

Thurston Regional Planning Council – No report.

Transportation Policy – Council member Brodersen reported attending the meeting and the presentation from TRPC on Health Kids-Safe Streets. The presentation will come to Tenino in August.

CAPCOM - No report.

Solid Waste Advisory – Council member Simmons reported attending the meeting and the discussion of a prescription drug deposit to safely dispose of prescription drugs without destroying the aquifer or upsetting the balance at the treatment plant.

Home Consortium – Council member Kelley-Donohue reported attending their monthly meeting where the primary discussion was regarding the Financial Report. Revenue is down by 12% so they will not be letting contracts on schedule. They are doing a review of the Rental Assistance Program as the Housing Authority will be dropping the TBRA program. They are looking for a new provider to administer that program.

Medic (EMS) – No report.

Emergency Management – No report.

e) **Outside Agencies**

Library – Report distributed.

Museum – No report.

Fire District #12 – No report.

9) **OLD BUSINESS:**

a) Chamberlain request for reimbursement of \$2,940.00 for electrical work at 1215 Park – City Clerk-Treasurer Garrison presented the request and reviewed her Memo for the Record submitted in the Council Packet. Karen Chamberlain addressed Council. Public Works Director Dafoe referred Council to the Memo's presented by Terry Keithahn. Development Services Director Kemp reminded Council that the information has consistently been made readily available and questions have been answered when asked. **Council member Kelley-Donohue moved to grant the request for reimbursement of electrical expenses at 1215 Park. Council member Anderson seconded the motion.** Every Council member spoke to the issue indicating that information on the sewer project was made readily available and the City made every effort to communicate through numerous means (Sewer Updates, Newspaper articles, Open Houses, and personal consultations with property owners). **The motion failed 5-0.** Ms. Chamberlain said she would expect the City to pay to reconnect the power to her property when she rented it out again. Mayor Jones advised her that the question regarding changing the power would be a subject for a different conversation.

b) Chamberlain request for reimbursement for water charges for the property at 1215 Park – City Clerk-Treasurer Garrison presented the request and reviewed the information presented indicating the only legitimate over charge would have been for February services as the water was turned off for non-payment in February, all other water charges were for actual water used. Karen Chamberlain addressed Council requesting a refund for three months. **Council member Kelly-Donohue moved to grant the request for reimbursement of water charges in the amount of \$25.30 plus associated taxes for the February billing cycle. Council member Simmons seconded the motion.** Council discussed the normal process and how to prevent future mis-understandings. Council suggested a note be added to the door hanger that is attached to the property prior to turn off for non-payment that spells out that the water will be turned on when payment of the balance due is received unless City Hall is notified in writing. **The motion carried 4-1.**

c) Request for reduced fees for use of the Park – Chief Gallagher presented this request advising that he had contacted references and they all spoke of the well organized professional handling of past events. **Council member Brodersen moved to authorize the waiver of the Special Event deposit of \$500.00 and reduce the fee for the Special Events permit from \$100 to \$50 for the Charity Bicycle Ride on Monday, September 20th to increase awareness about kidney disease and raise funds for the Kidney Trust. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

10) **NEW BUSINESS:**

a) Tenino Chamber of Commerce request for waiver of deposit for the Parade & Special Events permit for Oregon Trail Days July 23, through the 25th – Ronna Barnes, Oregon Trail Days Chairperson submitted this request for Council approval. **Council member Kelley-Donohue moved to waive the \$500 deposit for the Oregon Trail Days event for the Chamber of Commerce. Council member Anderson seconded the motion. The motion carried 5-0.**

b) T-9-0 Quarryman Club request for waiver of deposit for the Parade & Special Events permit for Quarryman's Club Show on August 22nd – Ms. Barnes submitted this request for Council approval. **Council member Anderson moved to waive the \$500 deposit for the Quarryman's Show pending receipt of a valid Certificate of Insurance. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

c) VFW 5th Annual Wine and Music Festival request for permission to hold event in the City Park July 23rd and July 24th – Ms. Barnes submitted this request for Council approval. **Council member Brodersen moved to authorize the VFW to hold the Wine and Music Festival in the City Park on July 23rd and 24th between the hours of noon and midnight each day pending receipt of a valid Certificate of Insurance. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

d) Tenino High School Band Boosters request for use of Quarry House and waiver of fees – Ms. Barnes presented this request for Council approval. Council questioned Insurance coverage and food permits. Council asked regarding their working under the umbrella of the Chamber or the Tenino Lions. **Council member Anderson moved to postpone discussion until the next meeting. Council member Kelley-Donohue seconded the motion. The motion carried 5-0.**

e) Scotty B's request to close Frost Street - **Council member Kelley-Donohue moved to authorize the closure of Frost Street on Friday, July 23rd, 2010 from 6 p.m. to 9 p.m. for the annual Car Show during Oregon Trail Days. Council member Simmons seconded the motion. The motion carried 5-0.**

f) Tenino Youth Baseball – Fireworks Stand – David Claridge, President of Tenino Youth Baseball requested Council authorize them to sell Fireworks in the Dave' Thriftway parking lot again this year. The stand will open on June 30th and sell from 10 a.m. to 8 p.m. each day. **Council member Brodersen moved to authorize Tenino Youth Baseball to sell Fireworks between 10 a.m. and 8 p.m. from June 30, 2010 through July 4, 2010. Council member Foster seconded the motion.** Council discussed. Council member Kelley-Donohue went on record not liking fireworks, but offering to make a donation to support the Youth Baseball Organization. **The motion carried 5-0.**

g) Establishing criteria to qualify for Council pay – Council member Kelley-Donohue presented a draft Council procedure document for discussion. Council discussed. Council decided by consensus to further discuss at the next Work Session.

h) Chamber of Commerce-Black Powder Shooters – Ms. Barnes presented this request for

Council approval. **Council member Anderson moved to authorize the Black Powder Shooters to discharge firearms in the Park during Oregon Trail Days. Council member Foster seconded the motion.** Council member Kelley-Donohue requested they provide a Certificate of Insurance that names Washington State R.C.O as additionally insured. Planning Commissioner Donohue clarified this as a requirement from the Federal Government due to the grant received in the 70's. **The motion carried 5-0.**

11) **RESOLUTIONS:**

a) Resolution No. 2010-25 – Authorizing the Mayor to enter into and sign a Letter of Understanding with Providence Health & Services WA/MT Region - For the provision of medical services for inmates. City Clerk-Treasurer Garrison presented this Resolution and asked that Council postpone action to the next meeting at the recommendation of the City Attorney so that Staff can get clarification on a couple issues. **Council member Kelley-Donohue moved to postpone to the next meeting. Council member Anderson seconded the motion. The motion carried 5-0.**

b) Resolution No. 2010-26 – Authorizing the Mayor to sign the Amendment to the Public Works Trust Fund Loan Agreement – Development Services Director Kemp presented this Resolution for adoption. **Council member Kelley-Donohue moved to adopt Resolution No. 2010 – 26 authorizing the Mayor to sign the Amendment to the Public Works Trust Fund Loan Agreement extending the contract close out date to 12/07/2010. Council member Simmons seconded the motion. The motion carried 5-0.**

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:**

Council member Kelley-Donohue announced the City Event from 11 – 2 on the 24th for the Dedication of the Street Lights, Sidewalk Improvements and hanging of the flower baskets.

Council member Kelley-Donohue announced the 5th Anniversary of the Farmers Market on Saturday, June 26, 2010.

14) **ADJOURNMENT:** Hearing no further business Mayor Jones adjourned the meeting at 9:55 p.m.

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

ATTEST:

Kenneth A. Jones, Mayor