

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, December 11, 2018 at 6:30 PM**

## **Agenda**

### **WORK SESSION**

1. Ms. Naomi Obie, Obie Rentals, is requesting relief from a late charge fee.

For a variety of reasons, the August Utility Bill pertaining to 296 Sussex Avenue was not paid in a timely manner and incurred a late fee. When the account was paid, it was not "paid in full" because the check tendered did not include the \$25 late fee. The check for what would have been the appropriate amount was written prior to, but not received by the City until after, the account was in a late status.

By the time the September bills came out, the account was still overdue and a new check was issued including the amounts due for both August and September, resulting in a credit on the account, but not sufficient to cover the cost of two late fees (\$50).

Obie Rentals contends the credit balance "should" have covered the previous late fee, which, on the surface, is true. But the amount of the credit would have been reduced by \$25 and so still would not have covered the whole amount then due and owing. As can be seen in the Utility Account History statement, attached, there remains a \$27.52 amount still due and owing, despite the size of the credit balance.

Obie admits the first Late Fee was legitimate, but contends the second Late Fee was inappropriate.

The Administration contends that while the second late fee is, in fact, appropriate (the entire balance due and owing at the end of the month for September had not been paid.) This situation is a result of the personnel at City Hall complying with the requirements of the Tenino Municipal Code. If a prior month's bill has not been paid in full by the 10th day of the succeeding month, the account is late and a \$25 late fee is assessed. However, in light of the fact that this account has been in good standing for some time and in light of the fact that Obie Rentals did make a good-faith effort to pay what they thought was the entire amount due and owing, the Administration recommends the City Council grant relief from the \$25 late fee assessed in the month of November, 2018.

2. Breckenridge Property Fund 2016, LLC, purchased the property located at 1424 Old Military Road SE, Tenino, WA 98589, at a Foreclosure sale in the spring of 2018. They did not immediately seek to establish a Utility Account, therefore, the property has been accumulating charges and late fees since January of 2017.

As is well known, the City generally does not get queried about outstanding utility balances at a Foreclosure or Sherrif's sale. Therefore, when the new owners sought to establish utility service, they were faced with an unexpected bill in the amount of \$2469.08, of which, only \$525.00 represents late fees. All the other charges are for water actually consumed (that is, water that flowed through the meter) and facility charges.

The new owners have now brought the account current in order to restore water service, but now ask for relief from at least some of the fees and charges. The Administration recommends relief from all late fees, but recommends no relief be granted from the cost of water actually consumed or from any facility charges. If the Administration's recommendation is accepted, the total cost to restore service at the property would have been \$1984.08 (the cost of water actually consumed, facility charges, and a \$40 new account establishment fee). Since the new owners have paid \$2469.08, they would be entitled to their choice of a credit on the account in the amount of \$485.00, or a refund voucher in the amount of \$485.00

3. Consolidated Fee Schedule Update.

During the Budget Development Process, some of the planning assumptions included estimates of venues based on anticipated increases in fees and charges.

The 2019 Consolidated Fee Schedule includes:

2% increase in water rates

3% increase in sewer rates

Increases in the cost of fees and deposits for City Facilities (Quarry House, Concession Stand, Council Chambers)

Updated costs of Building Permits due to increases in state-mandated fees

Updated cost of credit card convenience fees.

4. In order to access the \$618,000.00 in the Capital Budget appropriated for the infrastructure development for the SW Washington Agriculture and Innovation Park, the EDC must prove "site control" to the Department of Commerce. In discussions with all stakeholders, we determined a long-term lease of that portion of the parcel not occupied by the City's Wastewater Treatment Plant would best meet the requirement.

The proposed lease, below, is for an initial term of 15 years and provides for periodic reviews to ensure the agreement remains responsive to the needs of the parties. The lease fee is a nominal \$10 per year fee, with the expected full benefit of the City to be realized in the form of Business Licenses, Business & Occupation Taxes, and other fees for services generated by the tenants of the Park, once fully operational.

**CALL TO ORDER**

5.

**AGENDA APPROVAL**

December 11, 2018

## APPROVAL OF MINUTES

6. **Recommended Action:** Move to approve the minutes for the November 27, 2018 Regular Meeting of the Tenino City Council as written.

## CONSENT CALENDAR

7. Vouchers for the period from November 28 through December 11, 2018, inclusive. Expenses of \$119,855.51 consist of:

Payroll EFT's in the amount of \$54,790.49; and

Claims Checks #27791 through #27841 in the amount of \$65,065.02

**Recommended Action:** Move to approve all expenses in the amount of \$119,855.51 for the period beginning November 28, 2018 and ending December 11, 2018.

8. Tenino Short Stop, Stone City Brewing, and Tenino 76 Food Mart all have Liquor License renewals pending.

**Recommended action:** Move to approve the Liquor License renewals for Stone City Brewing, Tenino 76 Food Mart, and Tenino Short Stop Market.

## EXECUTIVE SESSION

### PRESENTATIONS

9. Ms. Lynzie Calquhoun, Cascades 3D Imaging, will demonstrate the three-dimensional "Virtual Tours" that Mayor Fournier asked about in an effort to better market Tenino's outstanding features.

10. Chief Robert Swain will present the first Graduates of the Tenino Citizens Academy.

## PUBLIC COMMENTS

## PUBLIC HEARING

## PROCLAMATIONS

11. The City Council wishes to proclaim their appreciation to Councilmember Susan Copeland upon her departure from the Council.

## OLD BUSINESS

## NEW BUSINESS

12. Obie Rentals seeks relief from a \$25 Late Fee.

**Recommended Action:** Move to relieve Obie Rentals from the Late Fee charged on the November bill.

13. Breckenridge Property Fund 2016, LLC, seeks relief from all late fees.

**Recommended Action:** Move to waive all late fees and restore utility service to the property located at 1424 Old Military Road SE, Tenino, WA, 98589 provided new owners agree to pay all amounts now due and owing for the actual cost of goods and services provided or consumed in the approximate amount of \$1984.08.

14. The Administration would like to contract with Cascade 3D Imaging for the integration of their "Virtual Tour" services with the City's new website.

**Recommended action:** Move to approve the expenditure of \$400.00 from the General Fund to purchase Cascade 3D Imaging services for the Museum and Ticknor School.

15. The Thurston Economic Development Council requires proof of "Site Control" in order to access the \$618,000.00 appropriated for the purpose of infrastructure development at the proposed Southwest Washington Agriculture and Innovation Park (SWAAIP). The 15-year lease, below, would accomplish this purpose.

**Recommended Action:** Move to authorize Mayor Fournier to enter into the lease agreement between the City of Tenino and the Thurston Economic Development Council for the property located at 16402 Old Hwy 99 SE, Tenino, WA, 98589.

## RESOLUTIONS

16. Resolution 2018-11 would fix the rates, fees, deposits, and other charges related to the provision of City goods and services.

**Recommended action:** Move to adopt Resolution 2018-11, fixing the City's Consolidated Fee Schedule for 2019.

## ORDINANCES

17. Ordinance 894 would fix the City's 2019 Municipal Budget.

**Recommended Action:** Move to approve as the second reading and to adopt Ordinance 894, fixing the City's Municipal Budget for the year ending December 31, 2019.

18. Ordinance 895 would amend the City's 2018 Municipal Budget and directs the Clerk/Treasure to take certain actions in anticipation of closing the 2018 fiscal year and setting the conditions for the 2019 Municipal Budget.

**Recommended Action:** Move to approve as the second reading and to adopt Ordinance 895, amending the City of Tenino Municipal Budget for the year ending December 31, 2018.

## REPORTS

19. Library

Fire District

Museum

20. Chief of Police

Director of Public Works

City Planner

City Attorney

Clerk/Treasurer

Mayor

21. Civil Service Commission

Park Commission

Planning Commission

Finance Committee

Public Safety Committee

Facade Improvement Grant Review Committee

22. Bucoda/Tenino Healthy Action Team (BTHAT)

Community Investment Partnership (CIP)

Economic Development Council (EDC)

Solid Waste Advisory Board

TCOMM/911

Tenino School Board

Thurston Regional Planning Council (TRPC)

Transportation Policy Board (TPB)

**PUBLIC COMMENTS 2**

**ADJOURNMENT**