

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, January 22, 2019 at 7:00 PM

Agenda

WORK SESSION

1. In addition to proposing changing the name of the publication from the "City of Tenino Personnel Policy Manual" to the "City of Tenino City Official Handbook," the attached document has been reviewed by the Mayor, the City Attorney, and several members of the City Staff. In each case, the input was evaluated and either included, or held in abeyance pending an opportunity to discuss the proposed changes with the Mayor, City Council, or both.

Major changes to this document include: Updated and expanded definitions; updated and expanded section regarding personnel records; addition of an Employee ID Card requirement; major revisions of Chapter 2 (Hours and Attendance) and Chapter 4 (Compensation); major revisions to the Training and Travel policies; major revisions to Chapters 6 (Benefits) and 7 (Leaves of Absence and Time Off); major revisions to Chapter 8 (Employee Responsibilities & Conduct) including the addition of an Acceptable Use Policy, Social Media Policy, and E-Mail management and retention; minor revisions throughout.

2. The Administration would like to discuss possible topics of discussion for the March 16, 2019 Special City Council Meeting at Tumwater Fire Department. Attached for your consideration are the results of last year's session and a suggested list of topics for this year's session.

3. The City has had a vacancy on its Planning Commission since the departure of Commissioner Darla Kolbas in April of 2018.

Ms. Erin Konrady, who resides at 173 Howard Street North, has applied for the position and Mayor Fournier desires to appoint her as Planning Commissioner to the vacant #3 position to fill the term that expires on February 6, 2023.

4. Late in 2018, the Clerk/Treasurer's computer was infected by a virus distributed via email. During the process of cleaning the computer, the City's IT service provider, Ategan Technologies, discovered that the computer hard drive is failing. Ategan also noted the computer is well over six (6) years old and should be replaced to keep pace with current technology. Additionally, the laptop computer used by both the Clerk/Treasurer and other

members of the Administration is also aged and, while no hardware component is failing, should also be upgraded to keep pace with current technology.

After some discussion regarding the technical aspects of computer's in general, the subject of portability was also raised. In the end, Ategan recommended the C/T's desktop computer be replaced with a laptop computer and docking station that would allow the C/T to use a single computer whether in the office or while travelling, and the older laptop be retained for use by the Public as a "Pay Station" workstation that could be used to make credit card payments at City Hall.

Attached for your consideration is a Hardware & Software Quote in the amount of \$1961.87, which would include the proper disposal of the existing computer.

CALL TO ORDER

AGENDA APPROVAL

APPROVAL OF MINUTES

5.

CONSENT CALENDAR

6. Vouchers

Claims Checks for the 13th Month period ending January 20, 2019 consisting of Vouchers #27920 and #27921 in the amount of \$5738.49

EFT's and Claim Checks for the period January 9, 2019 through January 22, 2019 consisting of EFT's in the amount of \$40,474.64 and Claims Checks #27922 through #27955 in the amount of \$27,263.39, for a combined total of \$67,738.03

Recommended Action: Move to approve vouchers and EFT's as presented above in the combined amount of \$73,476.52.

7. New Applications:

Renewals:

EXECUTIVE SESSION - None

PRESENTATIONS

8. The Administration would like to present Ms. Erin Konrady, the Administrations nominee for Appointment to the vacant #3 position on the City's Planning Commission.

Recommended Action: Move to confirm the appointment of Ms. Erin Konrady to the position of City of Tenino Planning Commissioner, Position #3.

January 22, 2019

PUBLIC COMMENTS

PUBLIC HEARING

9. This is the 2nd Public Hearing for City of Tenino Text Amendment TA 2019-001

PROCLAMATIONS

OLD BUSINESS

10. In the Spring of 2018, the Administration first raised the issue of amending the Tenino Municipal Code to allow Wheeled All-Terrain Vehicles on City Streets. The Administration would like to take this issue up for adoption by the end of February and is requesting City Council input.

NEW BUSINESS

11. Ordinance 896 would amend Tenino's Land Use Regulations to allow certain actions pertaining to lot combinations and the table of allowed uses.

Recommended Action: Move to approve Ordinance 896 as a first reading.

12. The Administration requests approval to purchase a Dell Latitude 5590 Notebook Computer and a Dell Universal Dock, along with associated software and recycle support in order to replace the computer currently used by the Clerk/Treasurer.

Recommended action: Move to approve the purchase of a new notebook-based computer workstation to replace that currently used by the City's Clerk/Treasurer in an amount not exceed \$1,961.87

RESOLUTIONS - None

ORDINANCES - None

REPORTS

13. 1) Chamber of Commerce
2) Economic Development Council (EDC)
3) Experience Olympia & Beyond (VCB)
4) South Thurston Fire & EMS
5) Library
6) Museum
14. 1) Chief of Police

- 2) Director of Public Works
 - 3) City Planner / Building Official
 - 4) City Attorney
 - 5) Clerk/Treasurer
 - 6) Mayor
15. 1) Civil Service Commission
- 2) Park Commission
 - 3) Planning Commission
 - 4) Facade Improvement Grant Review Committee (FIGR)
 - 5) Finance Committee
 - 6) Public Safety Committee
16. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Community Investment Partnership (CIP/HHSC)
 - 3) Solid Waste Advisory Board
 - 4) South Thurston Economic Development Initiative (STEDI)
 - 5) TCOMM/911
 - 6) Tenino School Board
 - 7) Thurston Regional Planning Council (TRPC)
 - 8) Transportation Policy Board

PUBLIC COMMENTS 2

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ADJOURNMENT