

City Council Meeting
Tuesday, June 09, 2020

Minutes

WORK SESSION

Mayor Fournier convened the work session at 6:30 pm

PRESENT

Councilmember Linda Gotovac
Councilmember Dave Watterson
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Rachel Davidson

Having discussed all scheduled business, there was also discussion about the temporary hiring of an additional part time employee to assist with the financial administration of the City.

Mayor Fournier adjourned the Work Session at 7:30 pm and called a 30-minute recess prior to the Business Meeting.

1. Governor Inslee's "Safe Start WA" program is in effect. The attached presentation outlines the requirements for individuals and businesses, by phase. Thurston County, and Tenino, are now in Phase II.

The City has obtained the necessary supplies and equipment to comply with all requirements as set forth in the Safe Start plan.

Mayor Fournier advised everyone of the updates to the phases.

2. Submit your city's voting delegates for the AWC Business Meeting
Remember to submit your city's voting delegates for the AWC Business Meeting, June 25, 10 am to noon. Each city may select up to three voting delegates – either elected officials or staff.

This year, the Business Meeting will be held via an online meeting platform.

Before registering a voting delegate, **please confirm the delegate can attend the Business Meeting on June 25, 10 am to noon**. Because the quorum is based on the number of voting delegates, it is important voting delegates attend the meeting if at all possible.

If you haven't already selected voting delegates for this year's Business Meeting, please submit their names and titles using this online form by **5 pm on June 23**. For more information on the meeting or to check the voting delegate information we have on file, check here.

Why does AWC's Business Meeting matter?

Your voting delegates elect AWC's Board of Directors, adopt the Statement of Policy, and consider bylaw amendments.

We look forward to seeing you at the meeting!

Questions? Contact Michelle Fry at michellef@awcnet.org or 1-800-562-8981.

Dave Watterson, Linda Gotovac and John Millard volunteered to attend the AWC Business Meeting on June 25th, 10 am to Noon. C/T Millard will take care of the arrangements to designate the attendees as Voting Delegates.

3. Councilmember Watterson wishes the City to pursue a grant administered by the state Department of Commerce that would assist the City with the cost of preparing climate change plans, policies, and/or projects that are integrated within the state's Growth Management Act (GMA) comprehensive plans.

Councilmember Watterson explained the requirements of the grant available.

4. The state ARTS Commission unanimously voted to grant the City's request for certification: The City of Tenino's Creative District is the newest such district in the State.

Mayor Fournier read the letter received certifying the City of Tenino's Creative District.

Mr. George Sharp, who has been leading the Creative District effort, explained the "next steps" in the process.

5. Planner Penrose has reviewed the proposed Final Plat for the Hidden Meadow subdivision and requests City Council approval in accordance with TMC 114.40.080:

A. The city council shall review the preliminarily approved plat, replat, alteration, or amendment for final plat approval and shall make written findings and take actions as set forth for subdivisions and shall deny or approve the final plat, replat, alteration, or amendment accordingly.

B. When the city council finds that the subdivision meets the following criteria, the final plat, replat, alteration, or amendment shall be approved, if:

1. It conforms to all terms of preliminary plat approval;
2. The bond, if there is one, by its essential terms ensures completion of improvements.
3. It meets the requirements of state law and this title in effect at the time of preliminary plat approval.

D. After the city council accepts the final plat, replat, alteration, or amendment and all required signatures are affixed except the county auditor, the final plat shall be approved by ordinance.

C/T Millard explained the proposal for the Final Plat approval for Hidden Meadows.

CALL TO ORDER

Mayor Fournier convened the June 9, 2020 regular Council Meeting to order at 7:30 pm

PRESENT

Councilmember Linda Gotovac

Councilmember Dave Watterson

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Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Rachel Davidson

AGENDA APPROVAL

Motion to approve the agenda with an amendment to include consideration of a Proposal for Additional IT Services under Old Business made by Councilmember Gotovac, and Seconded by Councilmember O'Callahan.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

APPROVAL OF MINUTES

6. Minutes of the March 10, 2020, Regular Meeting of the Tenino City Council

Recommended action: Move to approve the minutes of the March 10, 2020, Regular Meeting of the Tenino City Council as presented

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

7. Minutes of the April 14, 2020, Regular Meeting of the Tenino City Council

Recommended action: Move to approve the minutes of the April 14, 2020, Regular Meeting of the Tenino City Council as presented

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0

8. Minutes of the April 28, 2020, Regular Meeting of the Tenino City Council

Recommended action: Move to approve the minutes of the April 28, 2020, Regular Meeting of the Tenino City Council as presented

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

9. Minutes of the May 20, 2020, Special Meeting of the Tenino City Council

Recommended action: Move to approve the minutes of the May 20, 2020, Special Meeting of the Tenino City Council as presented

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

10. Minutes of the May 26, 2020, Regular Meeting of the Tenino City Council

Recommended action: Move to approve the minutes of the May 26, 2020, Regular Meeting of the Tenino City Council as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

CONSENT CALENDAR

11. Payroll EFT's in the amount of \$74,948.41, and Claims Checks #29137 through #29168 in the amount of \$35,039.93 for a Grand Total of \$109,988.34.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to include Payroll EFT's in the amount of \$74,948.41, and Claims Checks #29137 through #29168 in the amount of \$35,039.93 for a Grand Total of \$109,988.34o approve the consent calendar for June 9, 2020.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

12. New Licenses: None

Renewals: None

Recommended action: N/A

None

EXECUTIVE SESSION - None

PRESENTATIONS

13. Timberland Regional Library Executive Director Cheryl Heywood will present the "State of The Library" Address to the Tenino City Council.

Director Heywood gave an update on the Timberland Library from the March 2020 closure to their readiness of the Safe Start to reopen to the public.

PUBLIC COMMENTS - None

PUBLIC HEARING - None

PROCLAMATIONS

14. National Bicycle Commuter Month

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to approve the proclamation for the Bicycle Commuter Month.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

15. Proclamation of Appreciation for donation of infrared thermometers.

Recommended action: Move to Proclaim the City's Appreciation to Geneva Woods/MyMedSupplies for the donation of infrared thermometers during the COVID-19 emergency.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve the proclamation thanking Geneva Woods for her generous donation.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

16. Proclamation of Appreciation of Dr. Brad Ellisor, Tenino Chiropractic, for the donation of face masks during the COVID-19 emergency.

Recommended action: Move to proclaim the City's appreciation to Dr. Brad Ellisor and Tenino Chiropractic for the generous donation of face masks during the COVID-19 emergency.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac to approve the proclamation thanking Tenino Chiropractic for their generous donation.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

17. Proclamation of Appreciation to Mr. Chris Hamilton /Tenino Market Fresh for the donation of plexiglass barrier material to protect City employees during the COVID-19 emergency.

Recommended action: Move to proclaim the City's Appreciation to Mr. Chris Hamilton and the staff of Tenino Market Fresh for their generous donation of plexiglass barrier materials during the COVID-19 emergency.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac to approve the proclamation thanking Chris Hamilton and Tenino Marketfresh for their generous donation.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

OLD BUSINESS

As an "on the fly" amendment to the Published Agenda, C/T Millard explained the reason for a new Proposal from Right Systems to provide managed network services to the City.

The current contract specifies a single network with 10 "end users," where, in fact, the requirement is to manage two such networks: One network exclusively for the Tenino Police Department and a second network for the remainder of the City. Additionally, the new proposal includes the management of 39 Office 365 accounts, each of which represents, at minimum, a discrete City email address. Further, all but those accounts associated with a printer, copier, fax, or other such device, the Office 365 accounts needed upgrading to a higher level of security. While this increased the cost of the Office 365 subscriptions, the increased security of the Office 365 accounts made a subscription to "ProofPoint" unnecessary, which resulted in a minimal net increase to the Office 365 budget. Finally, the proposal also includes the purchase (over time) of additional hardware, including a new server at the Police Department.

The net result of these changes is an increase to the Managed Network Services budget of \$2498.26 per month, for a total bill of \$5,490.36 per month.

Motion to accept the proposal and authorizing Mayor Fournier to enter into the new agreement was made by Councilmember O'Callahan and Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson

Motion passes.

NEW BUSINESS

18. It has been brought to our attention that our Timberland Bank Signature Cards require updating to replace Councilmember Waterson with Councilmember Gotovac as the Mayor Pro Tempore and to replace Utility Clerk Denise Nelson with Court Clerk Ronna Barnes as back-up to Clerk/Treasurer Millard.

Recommended action: Move to approve deleting Councilmember Dave Watterson and former Utility Clerk Denise Nelson from Timberland Bank Signature Cards, and adding Councilmember Linda Gotovac and Court Clerk Veronica Barnes.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

19. Councilmember Watterson wishes the City to pursue a grant administered by the state Department of Commerce that would assist the City with the cost of preparing climate change plans, policies, and/or projects that are integrated within the state's Growth Management Act (GMA) comprehensive plans.

Recommended action: Move to approve the submission of a Climate Change Planning Grant and, if approved, to authorize Mayor Fournier to enter into an agreement with an agency selected to perform the work.

Motion made by Councilmember Gotovac, Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

RESOLUTIONS - None

ORDINANCES

20. Developer Doug Bloom, having met all requirements of the Tenino Municipal Code, seeks approval of the Final Plat for the Hidden Meadow subdivision.

Motion to approve Ordinance 912 as presented made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion carries 5/0.

REPORTS

21. Outside Agencies.

- 1) Tenino Chamber of Commerce
- 2) Thurston Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) South Thurston Fire & EMS (District #12)
- 5) Thurston Regional Planning Council (TRPC)
- 6) Tenino Branch, Timberland Regional Library (TRL)
- 7) Tenino Depot Museum

22. Commissions/Committees

- 1) ARCH Commission

- 2) Civil Service Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee

23. Staff.

- 1) Chief of Police: Interim Chief Stines reported the High School will hold their procession of the graduates this year on Friday night June 12, 2020. The graduates will be in cars driven by their parents which will leave the Middle School up Custer to Central turning right down to Hodgden to the right and down Hodgden to the HS stadium to receive their diplomas. They will be helping with traffic control along with the PW Dept. The police budget is on track for the year. They have received their new tough books which are being wired in with the new updates.
- 2) Director of Public Works: Director Cannon provided a written report which is attached.
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer: C/T Millard reported the sewer/water lines are making progress to the potential Ag Park. The legislative grant was very helpful in making this come true. Gibbs & Olsen are working with a new civic swimming pool designer based out of South Dakota. The QH renovation has been stalled at this time as is the City Hall renovation. We have issued wooden money to 3 different customers with 2 of them using a portion of the funds towards their water/sewer bills. We have 2 customers scheduled for tomorrow to apply for the wooden monies.
- 6) Mayor: Mayor Fournier reported he attended the ground breaking at the Ag Park for the utilities.

24. Liaisons.

- 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Community Investment Partnership (CIP)
- 3) Solid Waste Advisory Board
- 4) TCOMM/911
- 5) Tenino School Board
- 6) Thurston Regional Planning Council (TRPC)
- 7) South Thurston Economic Development Initiative (STEDI)
- 8) Transportation Policy Board

PUBLIC COMMENTS 2 - None

ANNOUNCEMENTS - None

ADJOURNMENT

Mayor Fournier adjourned the meeting at 8:04 pm.