

City Council Meeting
Tuesday, October 13, 2020

Minutes

WORK SESSION

Because this Work Session consisted mainly of an Executive Session, C/T Millard opened a Regular Meeting Room at 6:20 pm and posted a notice regarding the Executive Session. At 6:30 pm, Mayor Pro Tempore Gotovac verbally notified all attendees that the Council would be adjourning for an Executive Session to confer with legal counsel about potential litigation the City may become involved with. All those present in the room were told the Executive Session would last approximately 60 minutes and that the Regular Meeting Room would be opened again no later than 7:30 pm.

The Executive Session ended at 7:29 pm.

1. Executive Session under the provisions of RCW 42.30.110 to discuss with legal counsel representing the City matters relating to litigation that the City reasonably believes may be commenced by or against the City, the governing body, or a member acting in an official capacity.
2. As part of the Purchase and Sale Agreement between the City and Miles Sand & Gravel, the City agreed to provide Miles access to reclaimed water in exchange for a reduction in the price of the property upon which our Wastewater Treatment Plant was built. For reasons unknown, such access has not been provided; if not provided prior to the expiration of the terms of the contract, the City will owe Miles a "balloon" payment of \$110,000.00.

With underground construction already in progress at the site of the future Ag Park, the City Engineer, Director of Public Works, Clerk/Treasurer, and the Mayor all agree that now would be an opportune time to extend a reclaimed water line from the western-most equalization basin to the Miles property line in order to make reclaimed water available to Miles. Expected cost of doing so ranges from a low of \$35,000.00 to a high of around \$60,000.00. The funds for this project would come from the Sewer Capital Improvement Fund, which currently has a balance in excess of \$701,000.00.

Not discussed during the Work Session due to a lack of time.

CALL TO ORDER

Mayor Pro Tem Linda Gotovac called the meeting to order at 7:30 pm.

Mayor Fournier is absent.

PRESENT

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

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AGENDA APPROVAL

3. Agenda for Tuesday, October 13, 2020.

Recommended action: Move to approve the Agenda for Tuesday, October 13, 2020, as presented.

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

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

Motion carries 3/0

APPROVAL OF MINUTES

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

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

Motion carries 3/0

4. Minutes of the September 22, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the Minutes of the September 22, 2020, Regular Meeting of the Tenino City Council as presented.

CONSENT CALENDAR

5. Payroll EFT's in the amount of \$51,793.86 and Claims Checks #29376 through #29419, and other EFT's in the amount of \$90,714.06 for a Grand Total of \$142,507.92

Recommended action: Move to approve EFT's and Vouchers as presented.

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

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

Motion carries 3/0.

6. Liquor and Cannabis Licenses:

New Licenses: None.

Renewals: T90 Gas and Food; Scatter Creek Brewing; Scatter Creek Winery

Recommended action: Move to approve the LCB applications as presented.

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

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

Motion carries 3/0.

EXECUTIVE SESSION

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

None

OLD BUSINESS

7. Discussion regarding the process of filling the vacancy created by the resignation of former Councilmember Dave Watterson

Tabled for discussion when Mayor Fournier is present.

8. Thurston County has finalized the "Master" RCSP Interlocal agreement and City Attorney Hughes has reviewed and approved it, meeting the conditions of Council's previous vote to approve the execution of the agreement.

On September 9, 2020, the Transportation Policy Board (TPB) approved a recommendation to the Thurston Regional Planning Council regarding the distribution of \$550,000.00 in Rural Community Support Program (RCSP) funds in 2021 and 2022 (Tenino's share will be \$137,500.00). On September 24, 2020, Mr. Paul Brewster, TRPC Senior Planner, along with Theresa Parsons, Matt Unzelman, and Becky Conn, Thurston County Public Works, came to Tenino and met with Mayor Fournier, Public Works Director Cannon, and C/T Millard. The meeting included a walking tour of possible project sites, several of which were identified as viable candidates for the RCSP.

Recommended action: Move to approve the submission of a grant request to construct or repair the sidewalks along Sussex Avenue.

Councilmember Gotovac is interested in seeing a project that includes more sidewalks, particularly within the Historic Business District.

The issue has been tabled pending clarification of whether the task labeled "Phase II" addresses the sidewalks or a third proposal (including sidewalks) is provided for consideration by the Council.

9. The City began advertising for bids for the Tenino City Hall Renovation Project on September 16, 2020. We received three bids that were opened at 1:00 pm on Tuesday, October 6, 2020. The bids ranged from a high of \$465,484 (including sales tax) to a low of \$362,090.82 (including sales tax). The low bid was offered by Construct, Inc.

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Construct, Inc.'s bid in the lowest bid submitted and the packet is properly completed, references have been fully examined, and is deemed responsive. Construct, Inc. is in good standing with the state of Washington and the Engineer recommends the City award the contract to Construct, Inc. to perform the City Hall Renovation.

Recommended action: Move to accept the Engineer's recommendation and award the contract for the Tenino City Hall Renovation Project to Construct, Inc. in the amount of \$362,090.82.

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

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

Motion carries 3/0

NEW BUSINESS

10. As part of the Purchase and Sale Agreement between the City and Miles Sand & Gravel, the City agreed to provide Miles access to reclaimed water in exchange for a reduction in the price of the property upon which our Wastewater Treatment Plant was built. For reasons unknown, such access has not been provided; if not provided prior to the expiration of the terms of the contract, the City will owe Miles a "balloon" payment of \$110,000.00.

With underground construction already in progress at the site of the future Ag Park, the City Engineer, Director of Public Works, Clerk/Treasurer, and the Mayor all agree that now would be an opportune time to extend a reclaimed water line from the western-most equalization basin to the Miles property line in order to make reclaimed water available to Miles. Expected cost of doing so ranges from a low of \$35,000.00 to a high of around \$60,000.00. The funds for this project would come from the Sewer Capital Improvement Fund, which currently has a balance in excess of \$701,000.00.

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

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

Motion carries 3/0.

11. When Right Systems was hired to provide our Information Technology requirements, the systems at the WWTP would be included within the City's network. Unfortunately, time has proven the need to manage the WWTP as a separate network in order to maintain the integrity of the electronic monitoring and warning systems. Right Systems recommends the installation of a firewall device at the plant as the most cost-effective way to maintain system integrity and has provided a quote for the necessary equipment and installation.

City Hall has a small printer that is used exclusively by the Court and Utility Clerks, rather than using the more expensive Kyocera multi-purpose machine. The current printer has been in service for over 10 years and is no longer economically repairable. Right Systems has identified a replacement printer that meets our needs and is fully compatible with our new network.

Recommended action: Move to approve the purchase and installation of an electronic firewall at the WWTP for the approximate amount of \$3586.00 and to purchase an HP LaserJet Pro M404DN B/W printer at a cost of approximately \$382.00

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

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

Motion carries 3/0.

RESOLUTIONS

None

ORDINANCES

None

REPORTS

12. 1) Chamber of Commerce
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) Fire District
 - 5) Library
 - 6) Museum
 - 7) Tenino Community Service Center (Food Bank)
13. 1) ARCH Commission
 - 2) Civil Service Commission
 - 3) Facade Improvement Grant Review Committee
 - 4) Finance Committee
 - 5) Planning Commission
 - 6) Public Safety Committee
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) Bucoda/Tenino Healthy Action Team (BTHAT)
 - 2) Community Investment Partnership (CIP)
 - 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

ANNOUNCEMENTS

16. The Tenino Creative District, in partnership with the Tenino Chamber of Commerce, announces the establishment of what is intended to be the annual Tenino Holiday Market. In 2020, each weekend from November 13 through December 20, 2020, the Tenino Holiday Market will be located at "The Vault" (225 Sussex Avenue W). "Weekend" is defined as Friday afternoon through Sunday evening.
17. The Tenino Chamber of Commerce, in partnership with the Tenino Creative District and the City of Tenino, seeks donations to match the grant funding opportunity to pave the City Parking Lot behind the Tenino "Mini Mall."

The City has been approved for a Creative District Capital Project Pilot Program, which has a contribution matching requirement of 1:1. The Chamber of Commerce has agreed to raise funds to be donated to the City as part of the match requirement. This announcement is intended to help raise those matching contribution funds.

ADJOURNMENT