

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, June 11, 2019 at 7:30 PM

Agenda

WORK SESSION

1. 2019-2024 6Year STIP
- [2.](#) Mayor Fournier would like to explore revenue raising options for the purpose of improving the road conditions across the City.
- [3.](#) Mr. Kelly Wynn has provided his proposal for Septage Receiving and Biosolid Processing.
- [4.](#) The Administration would like to propose the adoption of a set of procedures governing the preparation of the City Council Agenda. Recent events have shown the need for a set of written guidelines to ensure City Council agendas are developed in a fair and equitable manner with respect to the addition of agenda items that do not originate from within the City's organizational structure.

CALL TO ORDER

AGENDA APPROVAL

APPROVAL OF MINUTES

- [5.](#) Minutes from the May 28, 2019 Regular Meeting of the Tenino City Council

CONSENT CALENDAR

6. Vouchers & EFT's for the period May 29, 2019 through June 11, 2019.

7. Liquor and Cannabis License Applications/Renewals

New Applications:

Renewals:

EXECUTIVE SESSION

PRESENTATIONS

8. Mr. Paul Brewster, TRPC, will deliver a presentation regarding the Thurston Climate Mitigation Plan.

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

9. City Attorney Hughes recommends the City Council make a declaration of Special Market Conditions concerning the period May 14 through May 24, 2019, relative to the purchase of Caboose X549. A declaration of Special Market Conditions is required to ratify the purchase of Caboose X549 and waive the normal bidding requirements as authorized by RCW 39.04.280

Recommended Action: Move to declare the existence of Special Market Conditions during the period from May 14, 2019 through May 24, 2019.

10. Mr. George Sharp will update the Council on the progress made to date by the Mayor's Creative District Task Force.

Mr. Sharp recommends the City amend Resolution 2018-01 to reflect a new Creative District Boundary and proposes an initial Creative District Budget; the Administration agrees to both.

Recommended action: Move to approve the change to the Creative District Boundary and the proposed Creative District Budget.

NEW BUSINESS

11. Eagle Scout Joseph Marco wishes to undertake a renovation of the wooden stairs along one of the trails within the Tenino City Park. He has developed a plan for the renovation and is currently raising funds in order to execute the project, if approved.

Eagle Scout Nicholas Robinson wishes to publish a map of Tenino City Park Trails and install distribution boxes for those maps at two locations within the Park where the maps would be available to all for free.

Life Scout Lester Robinson wishes to undertake the installation of stairs and railings along a certain portion of trail near the Quarry Pool. He has developed a plan for the installation of stairs and is currently raising funds in order to execute the project, if approved.

Recommended action: Move to approve the Trail Renovation Projects within the Tenino City Park as submitted by Eagle Scouts Joseph Marco and Nicholas Robinson, and as submitted by Life Scout Lester Robinson.

[12.](#) Chief Swain has received a request from the Seattle Police Department that the City of Tenino join forces with them as part of the Cimes Against Children Task Force.

The agreement has been reviewed by both the City Attorney and the Risk Management Services Agency and meets with their approval.

The Seattle Police Department has prepared the document intending that Chief Swain sign on behalf of the City.

Recommended Action: Move to authorize Chief Swain to enter the CACTF Interlocal Agreement on behalf of the City of Tenino.

RESOLUTIONS

ORDINANCES

REPORTS

13. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District
- 5) Library
- 6) Museum
- [14.](#) 1) Civil Service Commission
- 2) Park Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee
- [15.](#) 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor

16. 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)
- 7) Transportation Policy Board

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

Item Attachment Documents:

2. Mayor Fournier would like to explore revenue raising options for the purpose of improving the road conditions across the City.

Transportation Impact Fees

Transportation impact fees must be used for “public streets and roads” that are addressed by a capital facilities plan element of a comprehensive plan adopted under the GMA ([RCW 82.02.050](#)(4) and [RCW 82.02.090](#)(7)).

It is unclear whether state law allows these impact fees to be used to fund multimodal improvements, but such use is probably acceptable as long as the improvement is within the street right-of-way - such as bus lanes, sidewalks, or bike lanes - and there is a strong transportation-related justification. However, it is doubtful that impact fees could pay for buses, vanpool vehicles, recreational trails, or other projects outside the right-of-way.

Since impact fees are restricted to capital facilities, they cannot be used to fund transportation studies or operating and maintenance costs.

Bellingham has compiled a [comparison of 2017-18 transportation impact fee base rates in Western Washington](#).

Note: This information only applies to transportation impact fees authorized by [RCW 82.02.050](#) - [.110](#) and [WAC 365-196-850](#) for jurisdictions planning under GMA. Separate legislation (the Local Transportation Act, [chapter 39.92 RCW](#), whose initial passage predated GMA by two years) authorizes all counties, cities, towns, and [transportation benefit districts](#) across the state - including those not planning under GMA - to impose transportation impact fees, but MRSC is not aware of any jurisdictions that currently do so under that authority.

Impact fees may not be used to correct existing deficiencies. For instance, a school district may use the impact fees from a development to pay for construction of new classrooms at specific schools to accommodate the increased enrollment anticipated from that specific development. But the district *may not* use the impact fees to build new classrooms to reduce overcrowding caused by existing residents.

An impact fee ordinance, however, “may provide for the imposition of an impact fee for system improvement costs previously incurred by a county, city, or town to the extent that new growth and development will be served by the previously constructed improvements provided such fee shall not be imposed to make up for any system improvement deficiencies” ([RCW 82.02.060](#)(8)). For example, if a public works maintenance facility was designed and constructed to address both existing deficiencies (say, 60%) and future growth needs (say, 40%), impact fees could be used to pay for up to 40% of the debt service on the bond issued for that facility.

Local Transportation Act

The Local Transportation Act ([chapter 39.92 RCW](#)) authorizes local governments to develop and adopt programs for the purpose of jointly funding, from public and private sources, transportation improvements necessitated in whole or in part by economic development and growth within their respective jurisdictions. Cities operating under this chapter are authorized to

impose transportation impact fees on development to pay for "reasonable and necessary off-site transportation improvements to solve the cumulative impacts of planned growth and development in the plan area." [RCW 39.92.030\(4\)](#).

The Act specifies various requirements for transportation programs. The authorized programs must be based on an adopted transportation plan and the fee must be calculated from a specified list of capital projects. Traffic impact fees cannot exceed an amount that the city can demonstrate is reasonably necessary as a direct result of the proposed development.

Transportation Benefit Districts

Cities and counties may establish transportation benefit districts (TBDs) to fund transportation improvements. TBDs may raise revenue a variety of ways, but the primary funding sources are nonvoted vehicle license fees up to \$50 (subject to certain conditions) and voted sales and use taxes up to 0.2 percent.

For more details, see our page on [Transportation Benefit Districts](#).

Local Improvement Districts

[Chapters 35.43 through 35.56 RCW](#) authorize and establish the mechanisms for cities to carry out a wide range of public improvements, including streets, parking facilities, water and sewer systems, parks and recreational facilities, underground utilities, and transportation facilities, and to assess for benefited property owners the costs of such improvements. Similarly, [chapter 36.88 RCW](#) authorizes counties to form road improvement districts.

For more details, see our page on [Local Improvement Districts](#) and our [Local and Road Improvement Districts Manual](#).

Item Attachment Documents:

3. Mr. Kelly Wynn has provided his proposal for Septage Receiving and Biosolid Processing.



Purpose

The purpose of this outline is to modify the information supplied in the Gibbs & Olson, G&O, "Septage Receiving Feasibility Study, 2017" to reduce, on a temporary basis, the capital costs and allow City of Tenino begin septage receiving and biosolids composting.

Background

The report supplied by G&O is an excellent report, however it requires a capital investment that is beyond City of Tenino's ability to fund.

Introduction

This outline will briefly discuss the septage receiving and composting process along with a list of major components and estimated costs. It is important to note that before any of this work can be done the City of Tenino must remove a large volume of the biosolids stored in its holding lagoon. It has supplied 10 years of biosolids storage and is currently full. It must be cleaned out for future use and for modifications if the City decides to move forward with the septage receiving and biosolids composting.

Outline of the Biosolids and Septage Receiving Process

1. Outside waste, biosolids and septage, will be trucked in to the wastewater plant and unloaded at the Northern end of the biosolid holding lagoon.
2. The trucks will connect, via a hose, to a bar screen trough where the driver will manually rake the bar screen to remove garbage and other materials not suitable for treatment. These materials will be loaded into a dumpster and hauled to a landfill.
3. The liquid will flow into an above ground storage tank for flow equalization and grit removal.
4. From the flow equalization tank, the liquid will flow either by gravity or by pump into the biosolids lagoon.
5. The biosolids lagoon may benefit greatly if converted to an aerated lagoon. Currently the 1.5 MG volume serves only to store waste activated sludge from the MBR process. A wastewater engineer should assess the cost-feasibility of converting to an aerated lagoon for the purposes of odor control, enhanced biosolids digestion, volatile solids reduction, and sludge conditioning for enhanced dewatering characteristics.
-The Town of La Conner uses a similar septage receiving process. The Town charges \$.10 per gallon and takes in 30,000 – 60,000 gallons per day with a daily revenue of \$3,000 - \$6,000 per day and is only open during normal plant hours five days per week.



Outline of the Composting Process

1. After the lagoon begins to fill and at the Plant Operator's discretion the liquid would be pumped from the lagoon at approximately 1% solid to a polymer-based mechanical dewatering system – belt filter press, rotary press, centrifuge, screw press, or other. The biosolids would be dewatered to a concentration allowing it to be handled as a solid and then moved about the site by tractor. The liquid extracted during the dewatering process would be returned to the equalization basin and ultimately to the MBR process.
2. The 15%-20% solid cake will then be mixed with ground yard waste or mill shavings and be loaded into ecology bins and aerated for a 45 day composting process utilizing the Static Aerated Pile method. Once completed the compost will be piled for curing for a minimum of 45 additional days.
3. The Compost will then be tested to meet State and Local guidelines and then released as a Class A EQ-rated biosolids product for public use.
-La Conner has an area outside of the plant where the public can hand load any volume that they want free of charge. La Conner also sells compost to residents and commercial customers who want large volumes at \$10 per yard. After a decade of operation the outside waste composting fund is the highest grossing department in the Town with over a million dollars a year in revenue. The plant has reached a point where it comes very close to running out of finish compost.

Discussion of Site Layout

- All biosolids handling activities on this site will need to occur on a runoff-controlled surface. Current biosolids regulations, as well as the unique site restrictions of this facility, being set atop coarse soils and an unconfined aquifer, will necessitate that all dewatering equipment, all solids handling areas, and all composting areas be underlain by impervious concrete, asphalt, or membrane surfaces. All liquid and precipitation runoff will need to be directed ultimately back to the headworks of the facility.
- Both the EQ and the biosolids lagoons represent physical drowning hazards, and thus the public (including septage haulers) should not be allowed near or around them. The public should be limited to the area north of the biosolids lagoon.
- The dewatering system of choosing must be housed, if not indoors, at least under cover and weatherized appropriately.
- The ideal location for the dewatering system would be the area in between the biosolids lagoon and the MBR basins. This would also be the ideal area for Septage receiving as it would minimize installation costs for paving, piping, electrical, etc.



- The ideal location for composting would be the area south of the biosolids lagoon. The impervious pad would be drained to the EQ basin, by gravity, at minimal cost. Transportation of dewatered solids from the dewatering area to the composting area would be by tractor.
- The composting method of choice – Static Aerated Pile – requires a mechanical air source beyond the capacity of the treatment plant’s existing blowers. Additional blowers would need to be installed, ideally immediately adjacent to the composting pad.

Capital Investment Estimate

1. Bar Screen (Old La Conner)	\$5,000
2. Holding/Equalization Tank (10K)	\$7,000
3. 2-4 Aerators (Engineer Recommendation)	\$30,000
4. Dewatering System (Possibly Used)	\$500,000
5. Housing, Installation, Piping and runoff control for dewatering system	\$250,000
6. Tractor (Possibly Used)	\$100,000
7. Misc. Items (Hose, Pumps, Etc.)	\$130,000
8. Pad and Cover for composting	\$300,000
9. Air source (blowers) for composting process	\$200,000
10. Contingencies - 20%	\$305,000
Total Estimate	\$1,827,000

Item Attachment Documents:

4. The Administration would like to propose the adoption of a set of procedures governing the preparation of the City Council Agenda. Recent events have shown the need for a set of written guidelines to ensure City Council agendas are developed in a fair and equitable manner with respect to the addition of agenda items that do not originate from within the City's organizational structure.

ORDINANCE 903

AN ORDINANCE OF THE CITY OF TENINO AMENDING THE TENINO MUNICIPAL CODE TITLE 2, ADMINISTRATION

WHEREAS, the Tenino City Council has never adopted rules pertaining to the development of city council meeting agendas; and

WHEREAS, recent events have shown the need for a fair and impartial procedure to add items to the agenda in an orderly manner when such items originate from other than the City's own processes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that the following changes are made to the Tenino Municipal Code, amending Title 2, as follows:

Section 1. It is the intention of the City Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Tenino, Washington, and the sections of the code and this ordinance may be renumbered to accomplish that intention.

Section 2. § 2.04.070 – Reserved, is hereby replaced in its entirety by a new § 2.04.070 to be entitled “Agenda Preparation” as follows:

§ 2.04.070 – Agenda Preparation

- A. The Clerk/Treasurer, or her or his designated representative, shall be responsible for physically preparing City Council meeting agendas, whether for Regular or Special meetings, using the City's Electronic Meeting Management System as it now exists or may hereafter be modified.
- B. The City Council shall adopt by Resolution, rules to guide agenda preparation efforts. The City Council may, by Resolution, change these rules from time to time as required to best achieve the Council's goals. Such rules shall, as a minimum:
 1. Establish a fixed agenda structure, to include the opportunity for Public Comment.
 2. Establish a system for prioritization of agenda items.
 3. Establish who may submit items for inclusion on the agenda.
 4. Establish timelines for agenda item submission.
 5. Establish the minimum documentary requirements to accompany each agenda item

Section 3. This Ordinance, after publication as required by State law, shall become effective on TBD.

ADOPTED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this TBD

Wayne Fournier, Mayor

Attest:

John Millard, Clerk-Treasurer

First reading: TBD
Second reading: TBD

Approved as to form:

Richard L. Hughes, City Attorney

RESOLUTION 2019-03

A RESOLUTION OF THE CITY OF TENINO, WASHINGTON ADOPTING RULES FOR AGENDA PREPARATION

WHEREAS, Ordinance 903, amending Title 2 of the Tenino Municipal Code, was duly adopted on **TBD**; and

WHEREAS, Ordinance 903 requires the adoption of rules for the preparation of agendas for all meetings of the Tenino City Council; and

WHEREAS, Ordinance 903 requires such rules be adopted by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that the Tenino City Council Rules for Agenda Preparation as more fully set out, below, are adopted as and for the guidance of the Clerk/Treasurer in the preparation of Meeting Agendas for both Regular and Special meetings of the Tenino City Council.

Section 1. Definitions: As used in this Resolution, the following words or terms shall have the meaning indicated, below:

1. **Action:** The transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.
2. **Business Session:** The period of time during which the Council, sitting as a body, deliberates upon the issues before it using the rules of procedure adopted for such purposes and during which final action may be taken.
3. **Clerk/Treasurer.** As used in this Resolution, the term “Clerk/Treasurer” shall be understood to include her or his designated representative.
4. **Final Action:** A collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.
5. **Presentation:** The practice of showing and explaining, by a person or persons who are not a part of the City’s organizational structure, through the use of words, pictures, video, charts, graphs, or other visual aids, the content of a topic to the City Council for the purpose of informing, persuading, motivating, building good will, or to obtain a decision.

6. Public Comment Period. The purpose for this agenda item is to allow members of the public to voice their concerns, make recommendations, or to ask the Council to consider placing their concerns before the Council as an agenda item in a future meeting. The Public Comment Period is not intended to be a forum in which to engage the Council, or any particular member, in debate or to gain any decision other than agreement to place an item on a future agenda.
7. Work Session: A period of time during which the emphasis is placed on the understanding of the issue under discussion. In a work session, the rules of order are relaxed in order to facilitate a “back and forth” conversation between the individual members of the City Council and the sponsor of the item under discussion. No final action may be taken during a work session.

Section 2. Agenda Format.

1. Regular Meetings. The agenda for a Regular Meeting shall include:
 - a. Work Session.
 - b. Call to order. This portion shall include roll call and the Flag Salute.
 - c. Agenda Approval.
 - d. Approval of Minutes. This item will include the minutes of the immediately preceding regular meeting and the minutes of any special meeting conducted between regular meetings.
 - e. Consent Calendar. This item shall always include vouchers and EFT's (beginning with those issued the day after the immediately preceding regular meeting through the day of the current meeting) and any Liquor and/or Cannabis license applications or renewals received since the immediately preceding regular meeting.
 - f. Executive Session.
 - g. Presentations.
 - h. Public Comment Period #1.
 - i. Public Hearing(s).
 - j. Proclamations.
 - k. Old Business.
 - l. New Business.

- m. Resolutions.
- n. Ordinances. This section shall be understood to include only those Ordinances that are receiving a second reading with the intent of being adopted.
- o. Reports. Reports shall be divided into four categories and the members of all four categories shall always have the option of addressing the City Council during the reports period.
 - i. Outside agencies:
 - 1. Tenino Chamber of Commerce (The Chamber).
 - 2. Thurston Economic Development Council (EDC).
 - 3. Experience Olympia & Beyond (VCB).
 - 4. Fire District #12 (STFEMS)
 - 5. Tenino Branch, Timberland Regional Library (Library)
 - 6. Tenino Depot Museum (South Thurston County Historical Society, or STCHS)
 - ii. Commissions & Committees:
 - 1. Civil Service Commission
 - 2. Park Commission
 - 3. Planning Commission
 - 4. Façade Improvement Grant Review Committee
 - 5. Finance Committee
 - 6. Public Safety Committee
 - iii. City Staff:
 - 1. Building Official
 - 2. City Attorney
 - 3. City Historian
 - 4. City Planner
 - 5. Chief of Police
 - 6. Director of Public Works
 - 7. Clerk/Treasurer
 - 8. Mayor
 - iv. 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.

p. Public Comment Period #2.

q. Announcements.

r. Adjournment.

2. Special Meetings. The agenda for a Special Meeting shall only include:

a. Call to order. This portion shall include roll call and the Flag Salute.

b. Purpose of the Meeting: By statute, only the business specified on the Notice of Special Meeting may be transacted at a special meeting. There may be as many agenda items as appeared in the notice and all action items must be clearly identified. No additions to the agenda may be made during a special meeting.

c. Adjournment.

Section 3. General Guiding Principles. City Council agenda preparation is part science, and part art. The Clerk/Treasurer must reflect upon all the written guidance available in the Municipal Code, the RCW's, this Resolution, and materials providing during training and at the applicable conferences and conventions related to the management of Governing Bodies and work with all stakeholders to set the stage for smooth, productive meetings wherein all interested parties are heard and their input is considered in order that the City Council may deliberate with full knowledge of the issues and thereby be more apt to arrive at the best decision for the City of Tenino under the circumstances. To this end, the following guiding principles are provided:

1. Work Session Length. Work sessions should be timed so as to start no earlier than required in order to end precisely at 7:29 pm. No work session shall be scheduled prior to 6:30 pm.
2. Overall Meeting Length. Every effort should be made to keep the average meeting length to no more than 2½ hours (including the work session, if any).
3. Agenda Approval. The Council shall vote to approve the agenda either as presented by the Administration or may modify the proposed agenda as outlined in TMC 2.04.080. Agendas so modified shall be noted only within the meeting minutes (no retroactive attempt to modify a published agenda shall be made.)
4. Time limits.

- a. Presentations. Every effort should be made to limit Presentations to no more than 20 minutes, plus 10 minutes for questions and answers. No more than two (2) presentations shall be scheduled during any one meeting.
- b. Reports. With 28 separate report possibilities, every effort should be made to limit Reports to no more than three (3) minutes each.
- c. Old or New Business. The length of time required for any item of old or new business will be directly proportional to how well the City Council has been prepared to consider the item. Accordingly, the standard adopted by the City is that complex items shall always first appear as a “Work Session” topic. A judgement may then be made whether the topic should be tabled for a future meeting, or meetings, or whether the Council should modify the Agenda during the Business Session in order to take “final action” the same day. During agenda preparation, if the staff is highly confident the Council will be fully prepared to take final action the same day as the work session wherein the topic is to be considered, the Clerk/Treasurer may schedule the item under “old” or “new” business for final action during the same meeting.
- d. Final Action. It is the desire of the City Council that no “final action” be requested of the Council until the Council has had adequate time to deliberate on the issue. No amount of science can help here; this is pure art. When attempting to schedule an agenda item where final action is the desired result, the Clerk/Treasurer must rely on his or her innate sensibilities the result of working with a particular Council, staff, and supporting agencies over time, the topic at hand, Council’s knowledge of that topic, and how many other things are on the same agenda. What can fairly be said of this dilemma is that it is far easier to pass on an existing agenda item than it is to add the item “in stride” using the procedure in TMC 2.04.080.

Section 4. Submitting Agenda Items. Agenda items may be submitted by the following categories of people and in the manner specified:

1. Elected City Officials. Any elected official may direct the addition of agenda items at any time up until 36 hours in advance of any particular meeting. A Councilmember may direct the inclusion by personal contact, telephone, or email. The Clerk/Treasurer shall immediately coordinate the additional agenda item with the Mayor. If the addition of the item would, in the mayor’s opinion, cause the total meeting length to exceed 2½ hours, the Mayor shall coordinate with the Councilmember to determine if the meeting length should be exceeded, or whether the item should be scheduled for the next meeting, or whether an existing agenda item should be pre-empted and re-scheduled. In the event it is

the Mayor who wishes an additional agenda item be added at the last minute, he or she will indicate to the Clerk/Treasurer whether the item shall be appended to the existing agenda, or will replace an existing agenda item and in what meeting the replaced item shall be scheduled.

2. Appointed City Officials. Any appointed official may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer shall process any such request in the same manner as in the preceding paragraph.
3. City Staff or Commission/Committee Members. Any member of the City Staff, or any member of a City Commission or Committee may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer shall decide which date such item shall be scheduled.
4. Outside Agencies or Liaisons. Any outside agency or liaison with whom the City has a contractual relation may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer shall decide which date such item shall be scheduled.
5. Members of the Public.
 - a. Public Comment Period. Members of the general public have two opportunities at every regular meeting of the City Council to speak on any topic they wish for up to three (3) minutes; these opportunities require no prior coordination.
 - b. Presentations. Any member of the Public may request to be included on the agenda as a Presenter. Any such request must be submitted a minimum of two (2) weeks in advance of the requested meeting date and must be accompanied by any materials the requester wishes to present. The Mayor shall evaluate the request, including the materials to be presented and will, at his or her sole discretion, decide whether the item will be included on an agenda and will direct the Clerk/Treasurer as to which agenda the Presentation will be included.

PASSED at a regular meeting of the Tenino City Council this 11th day of June, 2019.

Wayne Fournier, Mayor

ATTEST:

APPROVED AS TO FORM:

John C. Millard, City Clerk-Treasurer

Richard L. Hughes, City Attorney

Item Attachment Documents:

5. Minutes from the May 28, 2019 Regular Meeting of the Tenino City Council

**City Council Meeting
Tuesday, May 28, 2019**

Minutes

WORK SESSION

Mayor Fournier called the work session to order at 6:30 pm.

PRESENT

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

1. Resolution 2019-01 would adopt the "City Official Handbook" as the replacement for the current City of Tenino Personnel Policy Manual and any prior editions, revisions, or amendments.

<http://www.ncsl.org/research/labor-and-employment/at-will-employment-overview.aspx>

The Council continued their deliberations upon the proposed City Official Handbook. Several suggestions for improvement were put forth and a motion to amend the document were proposed for adoption during the Business Meeting immediately following the Work Session.

2. At the Administration's request, Tenino Telephone, in coordination with Ategan Technologies, has provided a proposal whereby Tenino Telephone would provide a fiber-optic based Wide Area Network connecting Tenino City Hall, the Tenino Police Department, Public Works, the Wastewater Treatment Plant, and the Quarry House. These connections would all provide 100 megabit download and upload speeds at every workstation. With respect to the Quarry House, this proposal is forward-looking and envisions a robust "Community Broadband Access Point" as part of the QH Renovation Proposal. This proposal is also timely with regard to planned upgrades at City Hall related to the City Hall renovation effort.

With respect to costs, there is no "apples-to-apples" comparison that can, at present, be made. This is because there is currently no service at the Quarry House and all other locations have a variety of download/upload speeds. What can fairly be said is that if the City were to upgrade it's current Comcast-provided service to 100/100 megabit service (something that Comcast is unable to guarantee), the cost of service at each of the existing locations would double, and the City would have to pay to extend service to the Quarry House. Viewed in this light, the Tenino Telephone proposal is a lower-cost alternative to Comcast with a guaranteed level of service that Comcast is unable to match.

What Tenino Telephone proposes is unique to the City of Tenino; they have no intention of offering such service to the public. They are willing to offer this level of service to the City

because they value the relationship between the City and themselves. The City, on the other hand, is delighted to keep our money local and appreciates the value being offered.

The Council received additional background and contextual information from C/T Millard and is prepared to vote on the matter during the business session.

CALL TO ORDER

Mayor Fournier called the meeting to order at 7:30 pm and asked Commissioner Hutchings to lead the Flag Salute.

PRESENT

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

AGENDA APPROVAL

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

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

Motion passes.

APPROVAL OF MINUTES

3. Minutes from the May 14, 2019 Regular Meeting of the Tenino City Council

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

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

Motion passes.

CONSENT CALENDAR

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

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

Motion passes.

4. Payroll EFT's in the amount of \$24,084.01, Claims Checks #28254 through #28283 in the amount of \$34,945.36, for a grand total of \$59,029.37
5. New Licenses: None

Renewals: Mill Lane Winery (Business License Renewal has been attempted; B&O returns in process)

EXECUTIVE SESSION

None

PRESENTATIONS

- 6. Chairman of the Board of County Commissioners John Hutchings, along with Mr. Rick Thomas, Special Projects Coordinator for the BOCC, will present their proposal for a new County Courthouse.

Chairman of the Board of County Commissioners John Hutchings, along with Mr. Rick Thomas, Special Projects Coordinator for the BOCC, and County Executive Mr. Ramiro Chavez, presented their proposal for a new County Courthouse.

- 7. Mr. Aslan Mead, Thurston EDC, will present a brief status update on the Ag Park and will introduce Mr. Mike Peroni, Northwest Agriculture Business Center.

Mr. Aslan Mead, Thurston EDC, presented a brief status update on the Ag Park and introduced Mr. David Bauermeister, Executive Director, and Mr. Mike Peroni, Project Manager, from the Northwest Agriculture Business Center (NABC)

Mr. Bauermeister explained the vision and mission of the NABC and Mr. Peroni explained his role and how he can help the City achieve it's goals with respect to the SW WA Agriculture and Innovation Park.

PUBLIC COMMENTS

None.

PUBLIC HEARING

None.

PROCLAMATIONS

None

OLD BUSINESS

- 8. Councilmember Watterson wishes to have the City replace current fluorescent lights with LED's and has provided cost savings worksheets to establish the savings the City could realize. Of course, the greater good here is that the City will use less electricity, and get a better quality

product.

Councilmember Watterson presented a concept for saving both energy and money while simultaneously increasing the available light in the City's buildings. He asked that Council consider appropriating funds to replace existing fluorescent lighting with LED lighting. The renovation of City Hall should incorporate energy efficient lighting, but the Library and Police Departments should effect such replacement.

Council directed staff to begin replacing all existing fluorescent lighting with the more efficient LED's within current budget limitations in City buildings not currently scheduled for renovation.

9. Mr. George Sharp will update the Council regarding the progress made by Mayor's Creative District Task Force and where we are in the certification process.

Mr. George Sharp updated the Council regarding the progress made by Mayor's Creative District Task Force and where we are in the certification process. He described recent events, including the Fire District's hosting of the State ARTS Commission and follow-on visits by the Creative District Program Manager that have resulted in positive outcomes on the path to certification.

Motion to amend Resolution 2017-01 to incorporate new Creative District Map.

Motion made by Councilmember Gotovac, Seconded by Councilmember Watterson.

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

NEW BUSINESS

10. Tenino Telephone has provided a proposal to connect the City's properties via their fiber-optic broadband network in a cost effective manner.

The proposal includes a proposed Wide Area Network (WAN) structure that is acceptable to our current Information Technology service provider and which meets all requirements for high-speed internet, as well as JIS and CJIS systems.

Recommended Action: Move to authorize Mayor Fournier entering a three-year service commitment with Tenino Telephone to provide WAN connectivity for all City activities.

Tenino Telephone has provided a proposal to connect the City's properties via their fiber-optic broadband network in a cost effective manner.

The proposal includes a proposed Wide Area Network (WAN) structure that is acceptable to our current Information Technology service provider and which meets all requirements for high-speed internet, as well as JIS and CJIS systems.

Recommended Action: Move to authorize Mayor Fournier entering a three-year service commitment with Tenino Telephone to provide WAN connectivity for all City activities. Motion proviso includes a duty to coordinate with Council if the Tenino Telephone proposal would exceed existing service levels by more than \$300 per month.

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

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

RESOLUTIONS

11. Resolution 2019-01 would adopt the "City Official Handbook" as the replacement for the current City of Tenino Personnel Policy Manual and any prior editions, revisions, or amendments.

<http://www.ncsl.org/research/labor-and-employment/at-will-employment-overview.aspx>

Recommended action: Move to adopt Resolution 2019-01 with an effective date of July 1, 2019.

As agreed during the Work Session, the motion to adopt Resolution 2019-01 includes friendly amendments to change the following provisions:

Chapter 7, Para 3, change to read: "Whenever an employee accrues and carries-over into a succeeding year more than 120 hours of vacation leave, Supervisors shall ensure each such employee schedules a minimum of one continuous 40-hour block of vacation leave sometime in that succeeding year."

Chapter 9 shall be amended to include a new Section III, Discharge, as follows:

Discharge from employment should normally follow oral and/or written warnings previously given and made a part of the employee's personnel file.

A regular employee discharged from employment will normally be given at least two (2) weeks' notice with a letter of discharge.

However, if the infraction or situation is so serious that, in the City's sole discretion, it requires "on the spot" removal, or the employee's return to work will disrupt City operations, the Mayor shall have the authority to direct immediate discharge and the employee shall vacate the City premises and the discharge shall be effective as of the close of normal business hours on the day of discharge.

Copies of all disciplinary actions and/or termination letters shall be placed in the employee's Official Personnel File.

A final written performance appraisal will be completed for any discharged employee and placed in their Official Personnel File.

Chapter 9, para V (Resignation) shall be amended to read: "An employee should provide two (2) weeks' notice of resignation. If such notice is not given by the employee, the employee's Official Personnel File shall so indicate."

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

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

ORDINANCES

12. Ordinance 902 would adopt the proposed Verizon Franchise Agreement to become effective upon expiration of the current agreement in June of 2020.

The Ordinance has been approved by the City Attorney.

Recommended Action: Move to approve as the second reading and adopt Ordinance 902.

Recommended Action: Move to approve as the second reading and adopt Ordinance 902.

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

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

REPORTS

13. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District

5) Library

6) Museum

1) Chamber of Commerce: AG Piano made a presentation and the Merriweather & Culpepper Circus was discussed.

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District

5) Library

6) Museum: The plan to re-create the Veterans Honor Roll remains a topic of interest.

14. 1) Civil Service Commission

2) Park Commission

3) Planning Commission

4) Facade Improvement Grant Review Committee

5) Finance Committee

6) Public Safety Committee

1) Civil Service Commission: Commissioner Lamb indicated the Commission met in June to accept the resignation of Commissioner Lucas; Commissioner Jones has identified a potential replacement. Clerk Rodriguez was withdrawn from service and C/T Millard is serving in that role until a permanent replacement is found. The June meeting has been postponed until June 19. The current focus of the Commission is the publication of Civil Service Rules for the City of Tenino.

2) Park Commission

3) Planning Commission

4) Facade Improvement Grant Review Committee: Chairperson Gotovac indicated the Committee met on May 23rd and approved the grant applications submitted by Postmaster Karen Anderson and Ms. Sherry Bach on behalf of the Tenino Farmer's Market.

5) Finance Committee

6) Public Safety Committee

15. 1) Chief of Police

2) Director of Public Works

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

1) Chief of Police: Chief Swain informed the Council that the Reserve Academy has completed 9 weeks of a 19-week cycle; the Police Department received a Proclamation of Appreciation from the Thurston County Board of Commissioners for the immensely successful drug take-back

program administered by the Department; they are still working the grant process for the procurement of the scales needed to prosecute carrier enforcement operations within the City; the Department is prepping for the upcoming "special events season," beginning with the Culpepper and Meriweather Circus this coming weekend; Chief Swain successfully executed his first ever "cattle call."

2) Director of Public Works: Director Cannon informed the Council of his Department's recent activities, with special emphasis on the biosolid mitigation efforts, membrane change-out, and new Plant Operator assigned by Water/Wastewater Services.

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer: Discussed his written report.

6) Mayor: Informed the Council of his activities which were largely embedded with those of Chief Swain, Director Cannon, and C/T Millard. Also discussed was the acquisition and logistics pertaining to the delivery of Caboose X549 from the City of Bothel.

16. 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)

7) Transportation Policy Board

1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Community Investment Partnership (CIP): Councilmember Watterson indicated the CIP has decided which organizations will receive monetary awards, the winners will be announced in the coming days.

3) Solid Waste Advisory Board: Councilmember Watterson indicated that, for a variety of reasons, the Board is not ready to continue working their plan in satisfaction of DOE

requirements.

4) TCOMM/911

5) Tenino School Board

6) Thurston Regional PLanning Council (TRPC): Council retreat coming up soon.

7) South Thurston Economic Development Initiative (STEDI)

7) Transportation Policy Board: Board retreat coming up soon.

PUBLIC COMMENTS 2

ADJOURNMENT

Mayor Fournier adjourned the meeting at 9:37 p.m.

Item Attachment Documents:

8. Mr. Paul Brewster, TRPC, will deliver a presentation regarding the Thurston Climate Mitigation Plan.



THURSTON
CLIMATE
MITIGATION
PLAN

Process Overview

June 11, 2019

Adaptation addresses the impacts

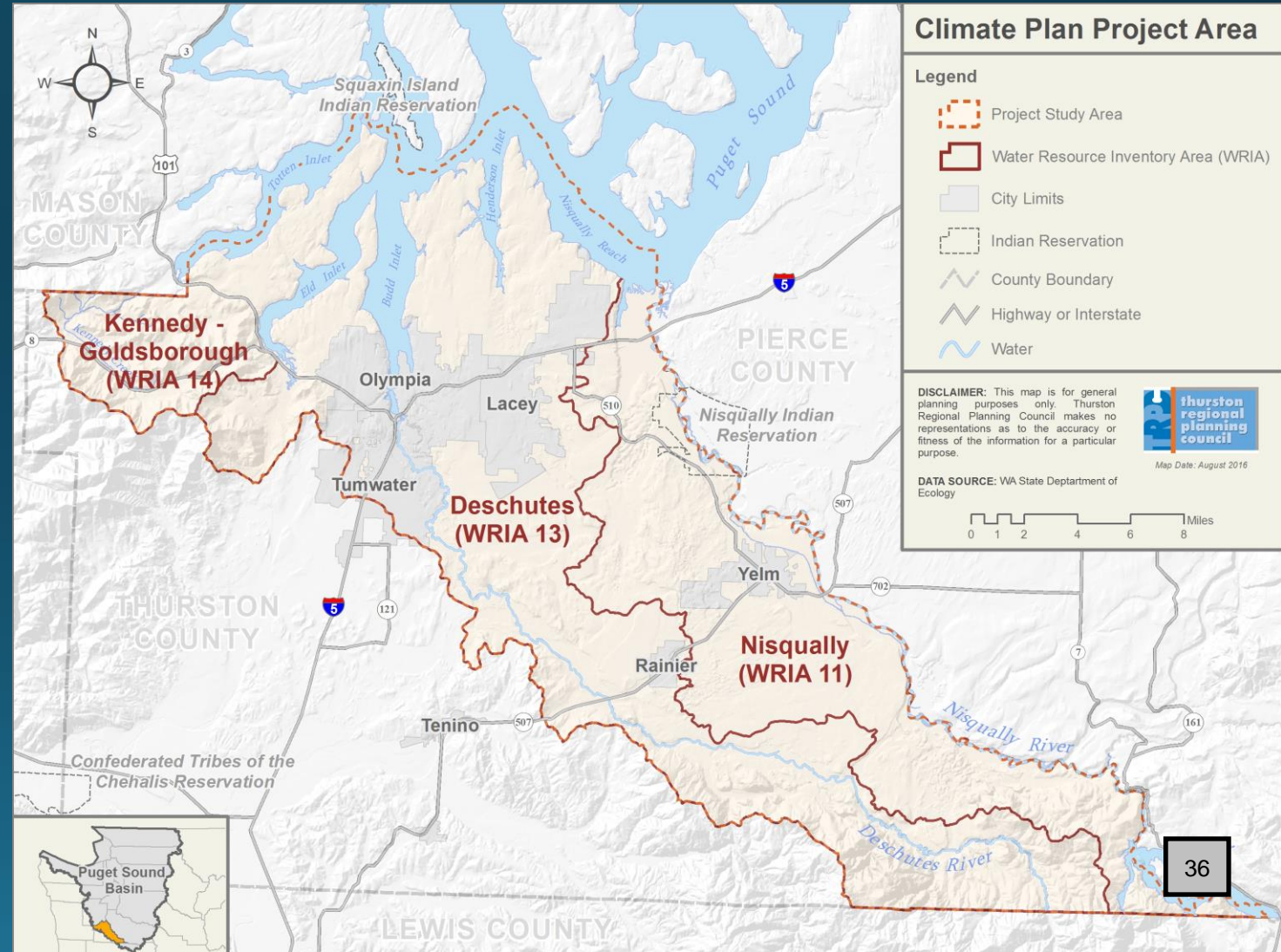
Adjusting to actual or expected future climate and changing conditions

- Actions that include:
 - Avoiding Hazards
 - Reducing vulnerability
 - Increasing community strength and resilience

How much we need to adapt will be determined by how our emissions continue and how exactly our climate responds to those emissions

Overview

- **Funds:**
 - \$250K grant from U.S. EPA (2015)
- **Purpose:**
 - Develop plan to help the region prepare for and cope with climate impacts (“adaptation”)
- **Project Area:**
 - South Puget Sound watersheds in Thurston County, WA
- **Policies:**
 - Recommends **91 actions** for local municipalities, tribes, businesses, neighborhoods, etc.
 - Actions could be taken throughout South Puget Sound ... and beyond

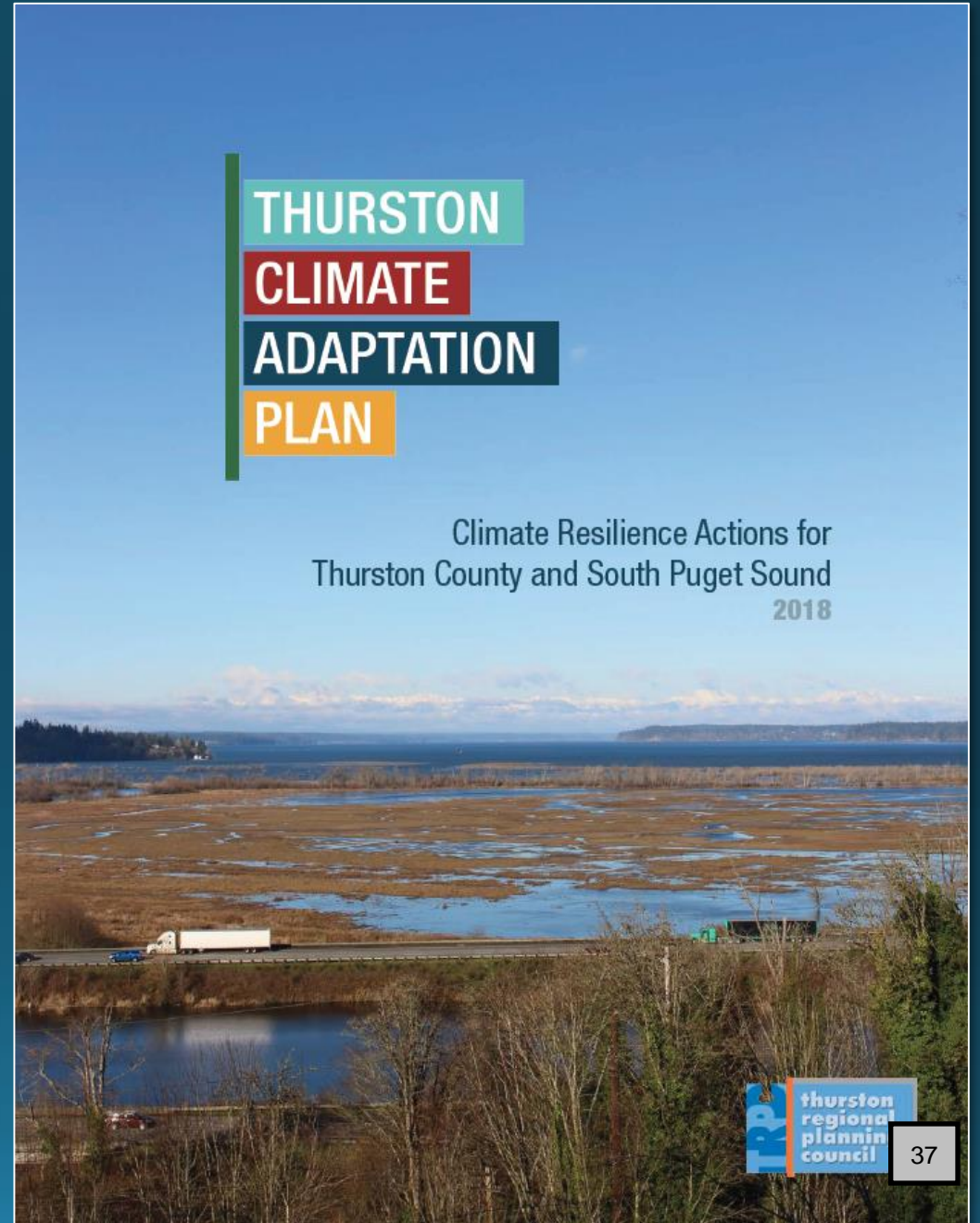


Plan Actions

- Selected **25 priority actions** based on risk
- Identified a lead, partners, and timeframe

Examples:

- **Action G-01:** Direct government staff members to develop their technical expertise and skills to prepare for and respond to climate change impacts.
- **Action T-01:** Provide additional utility incentives to support energy efficiency and renewable energy investments in buildings.
- **Action T-05:** Map transportation infrastructure that is vulnerable to repeated floods and/or landslides, and designate alternative travel routes for critical transportation corridors when roads must be closed because of natural hazards.



Mitigation addresses the cause

Mitigating the effects of climate change by reducing human output of heat trapping gases into the atmosphere

- Actions that include:
 - Reducing the sources of these gases
 - Reducing demand
 - Enhancing the sinks or sequestration that store these gases

The goal is to avoid significant human disruptions to the climate system to stabilize greenhouse gas levels in a timeframe sufficient to allow ecosystems to adapt naturally to climate change

THURSTON

CLIMATE

MITIGATION

PLAN

Overview of Phases 1&2

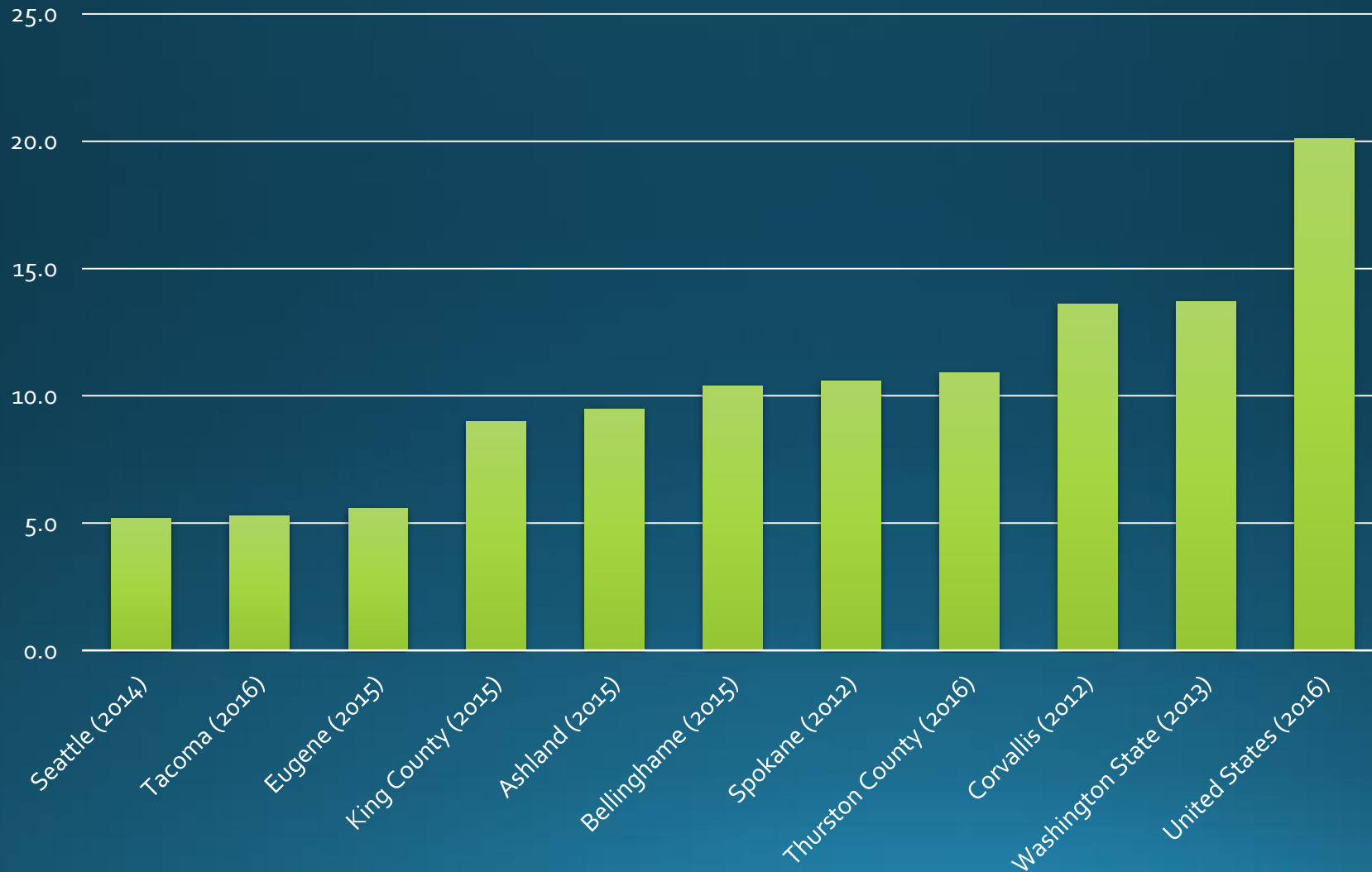
Phase 1 Overview

- Thurston County, Olympia, Lacey, Tumwater, and TRPC agreed in April '18 to complete Phase 1 of a plan to reduce regional emissions that contribute to global climate change.
- **Phase 1 of entailed:**
 - Assessing each jurisdiction's climate goal or target.
 - Adopting a common emissions baseline and targets.
 - Assessing actions each jurisdiction has adopted or implemented.
 - Approving an interlocal agreement and scope of work for Phase 2: Develop a Thurston Climate Mitigation Plan.



Comparison of Per Capita Emissions for Northwest Communities

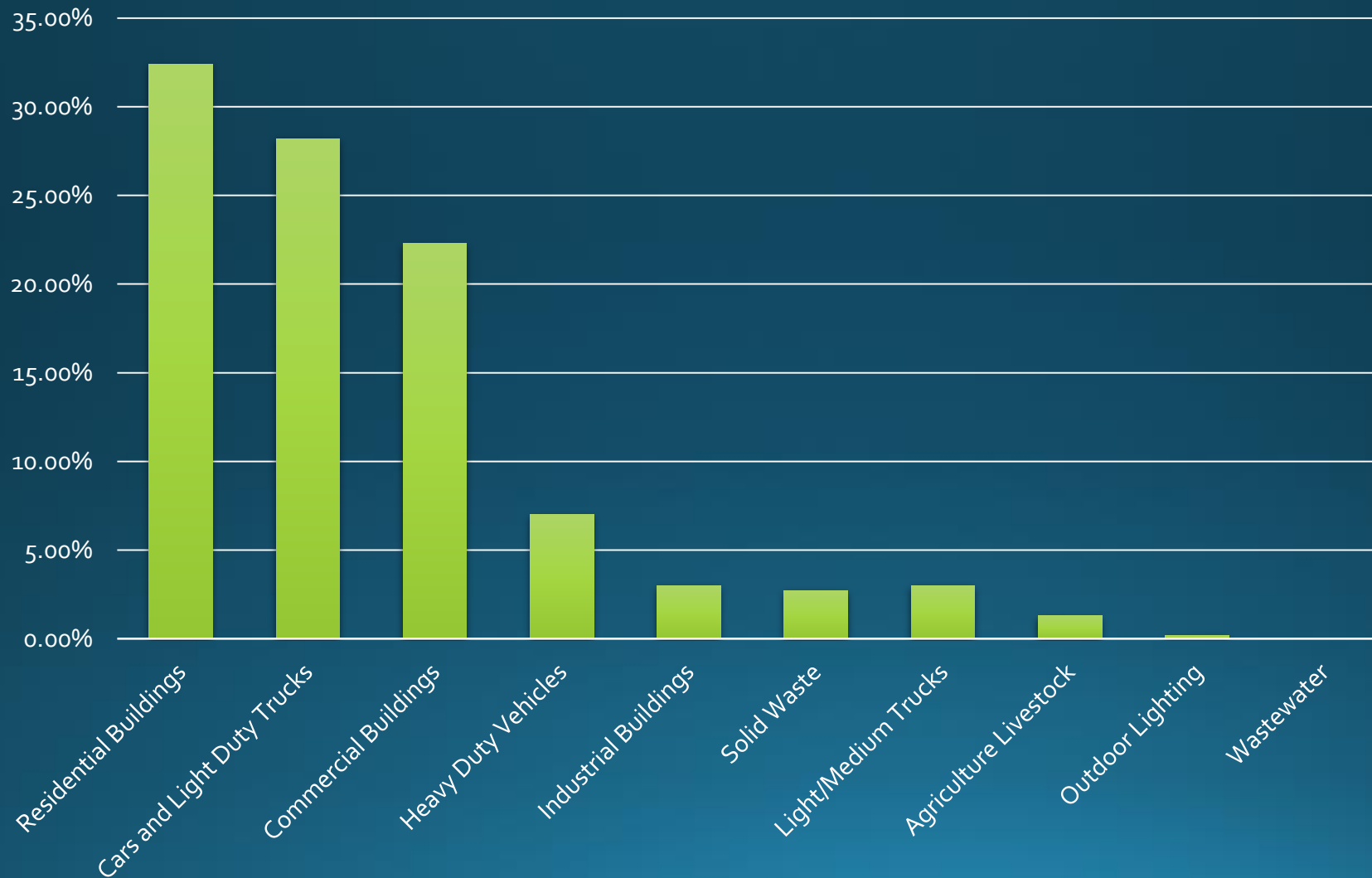
From Thurston Climate Action Team, August 2018



Source of Emissions (2016)

for Thurston County, Lacey, Olympia, & Tumwater

From Thurston Climate Action Team, August 2018



Adopted Emissions Targets

Thurston County, Lacey, Olympia & Tumwater

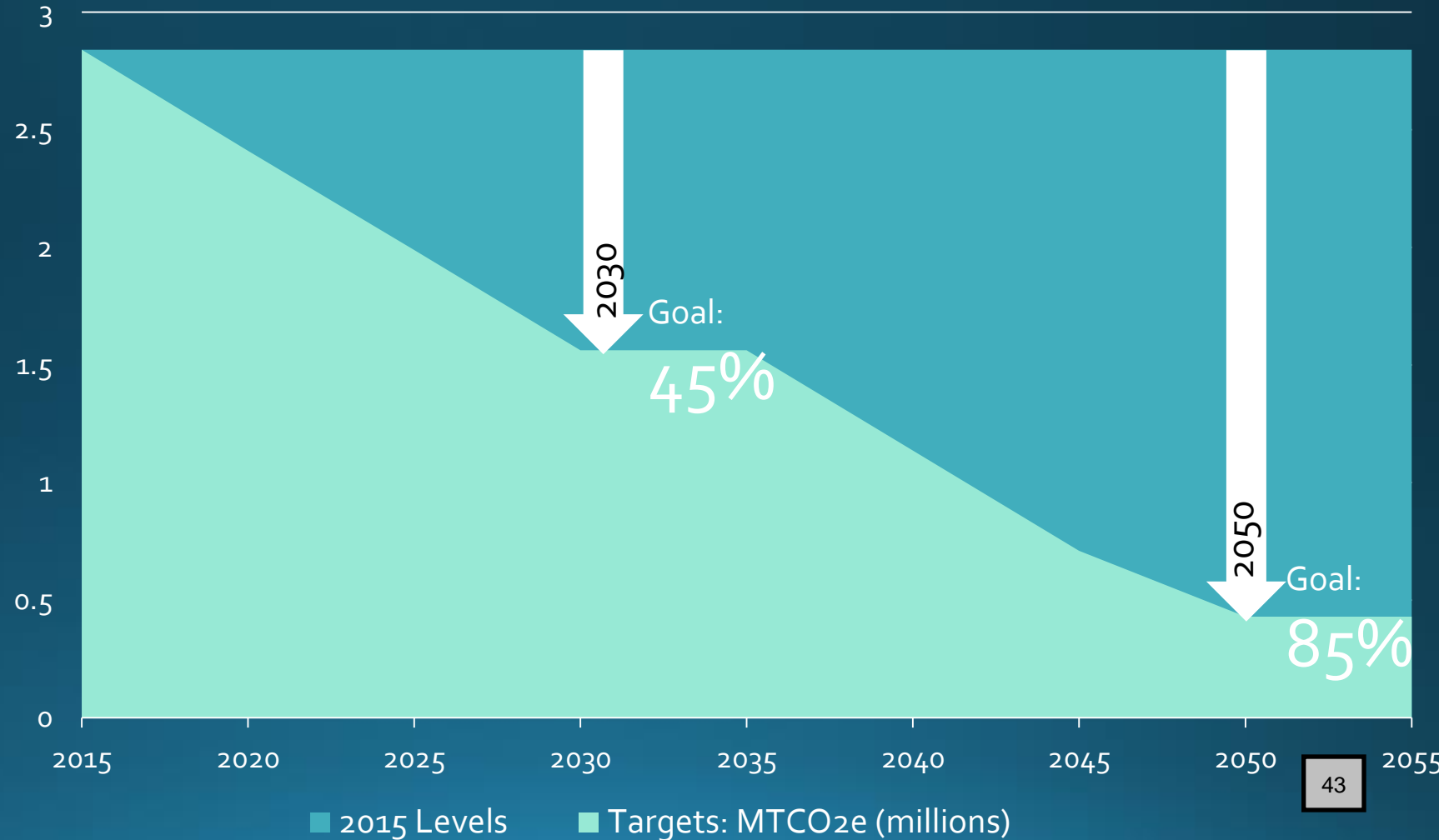
GHG Reduction Targets

• **Reduction Targets:**

- Reduce communitywide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050.

• **2015 Baseline:**

- 2015 inventory of countywide emissions ~2.84 million MTCO₂ equivalent
- Incorporates real energy, solid waste, agricultural, and transportation data from PSE, TRPC, and other sources.



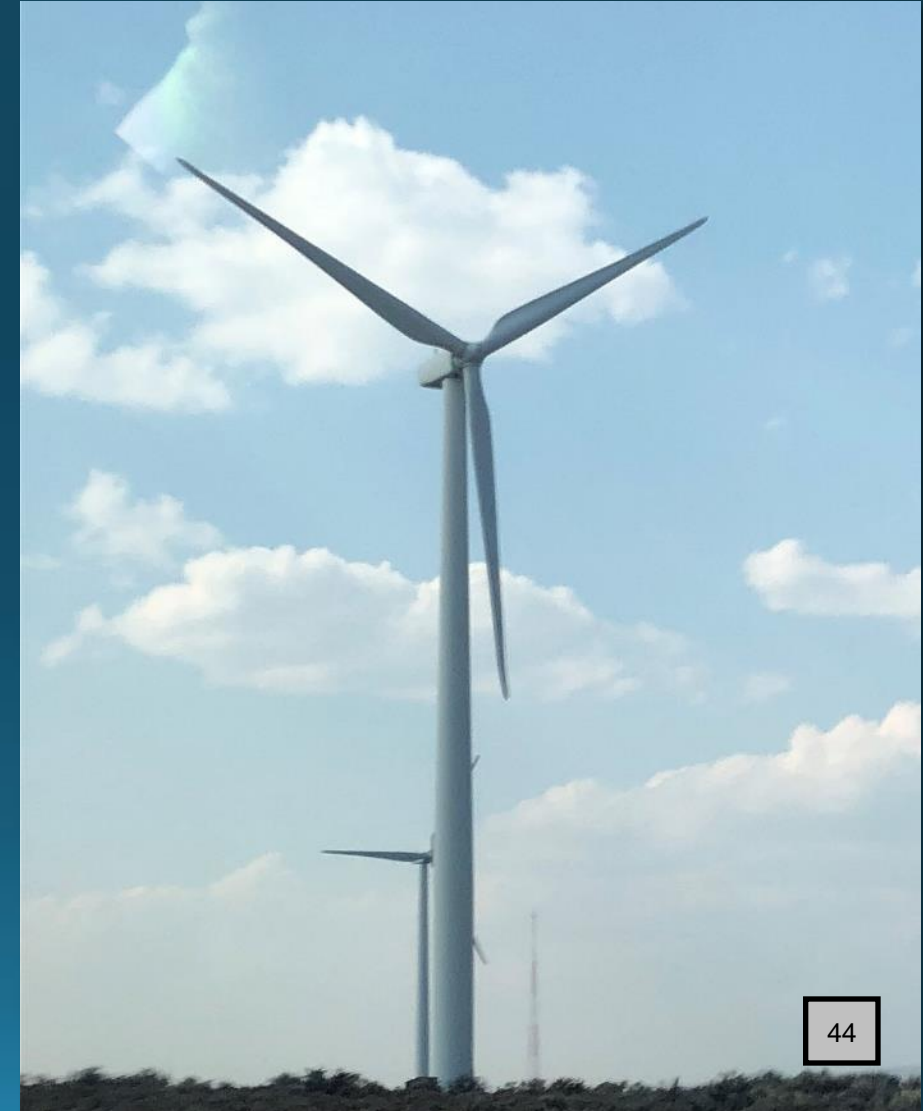
Phase 2 - Overview

- **Steps:**

- Eliciting public input and drafting actions
- Assessing actions' cumulative impact quantitatively
- Identifying leads, partners, and funding sources for actions
- Creating an implementation strategy for each jurisdiction (interjurisdictional and jurisdictional actions)

- **Action Examples:**

- Improving building energy efficiency
- Boosting wind, solar and other “clean” power generation
- Protecting and enhancing forests and “carbon sinks”
- Creating local green jobs (e.g., servicing solar panels)
- Increasing transportation alternatives (transit, EVs, etc.)





TRPC
Project oversight, committee and
workgroup coordination.

Process Overview

CONSULTANT TEAM

Will lead public-engagement efforts, perform technical analysis, and help develop and measure mitigation actions for both the Steering Committee & Advisory Workgroup consideration.



ADVISORY WORKGROUP

Subject matter experts and other community members will recommend actions for consideration by the Steering Committee.



STEERING COMMITTEE

Elected official and staff from each jurisdiction, will meet about monthly and steer the project (select consultants, stakeholders, vision & guiding principles).



JURISDICTION PARTNERS

Each jurisdiction's policymaking body will consider a resolution that adopts the mitigation plan and affirms the jurisdiction will execute its Implementation Strategy.



COMMUNITY ENGAGEMENT

Social media, traditional media, community events, open houses, surveys, and meetings.



Public Engagement Strategy – Focus on Inclusivity



2 Project kick-off workshops - background information sharing



2 Communitywide open houses – gathering community input



Online survey



Multimedia engagement tools



Community festival information booth

Major Tasks



Evaluate Emissions Inventory



Supplement existing mitigation actions

- 1 Buildings and Energy
- 2 Transportation and Landuse
- 3 Agriculture and Forestry
- 4 Water and Waste
- 5 Cross-Cutting Actions



Perform quantitative and qualitative analysis of actions

Multi-Criteria Analysis

- Effectiveness and impact
- Estimated cost
- Realization of co-benefits
- Feasibility
- Urgency

Scenario Planning (Wedge Analysis)



Define and plan community actions



Develop implementation strategies



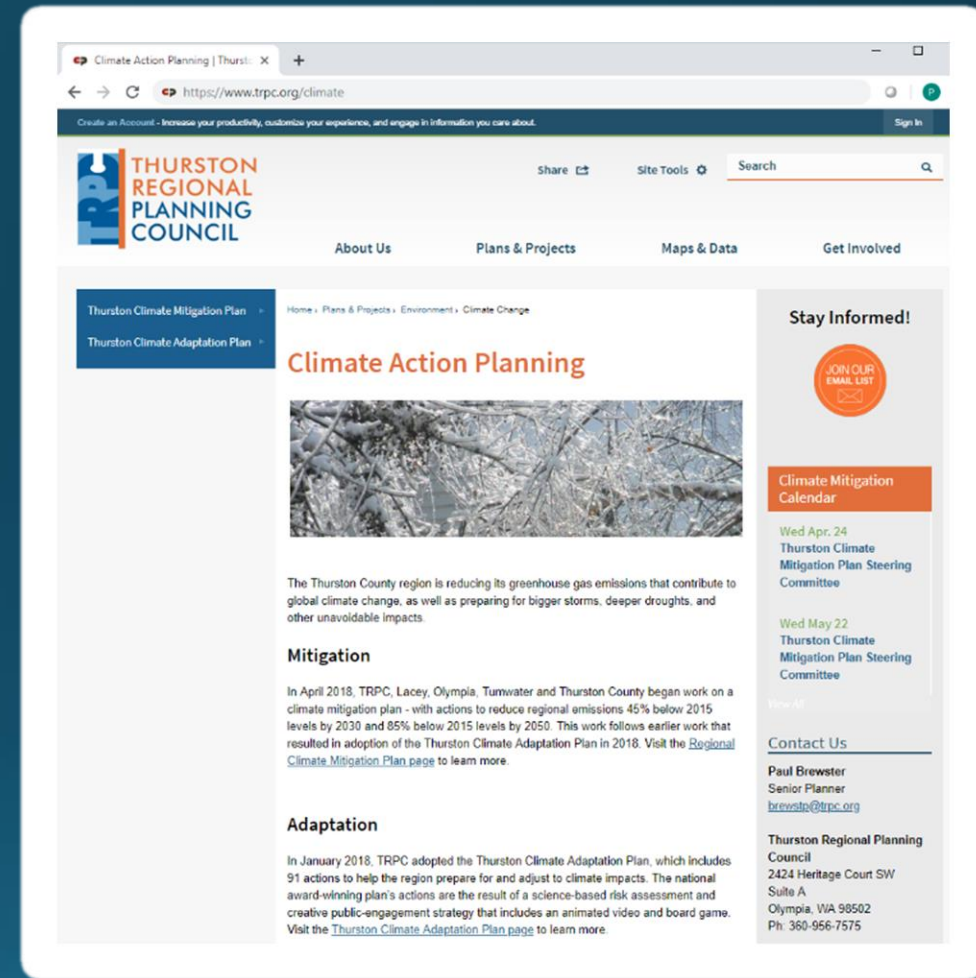
Create monitoring and reporting framework

Transportation

- **Action Examples:**
 - Shift the share of SOV trips to transit, walking, bicycling, carpooling, telework, compressed work week
 - Prohibit vehicle idling
 - Transition public fleets to cleaner, energy-efficient vehicles
 - Update development codes to require vehicle charging infrastructure in new construction
 - Implement congestion pricing in the Pierce/Thurston I-5 Corridor



Project Website – www.trpc.org/climate



Project Lead:

Allison Osterberg, osterberga@trpc.org

Snapshot: Regional Climate Mitigation Plan

Fall 2018



Thurston County, Olympia, Lacey, and Tumwater, Wash. are working with the Thurston Regional Planning Council (TRPC) to develop a climate mitigation plan with actions to reduce regional greenhouse gas emissions that contribute to global climate change. The project includes two phases.

PHASE 1

Phase 1, completed during 2018, assessed the implementation status of local climate policies and actions to reduce communitywide (public-sector and private-sector) emissions. Phase 1 also recommended that the jurisdictions adopt a common emissions baseline and science-based targets to guide Phase 2: Reduce communitywide emissions 45% below 2015 levels by 2030 and 85% below 2015 levels by 2050.

The mitigation plan builds on previous climate work:

- Conducted annual emissions inventories for the participating jurisdictions (Thurston Climate Action Team);
- Developed actions during previous planning work (e.g., Lacey’s CR2 strategy and TRPC’s Sustainable Thurston plan) that could be expanded or enhanced in Phase 2;
- Assessed countywide energy consumption and emissions data in “energy map” and “carbon wedge” analyses in 2017 (TPRC and consultants); and,
- Prepared regional climate vulnerability and risk assessments and community engagement materials for the companion *Thurston Climate Adaptation Plan* that TRPC adopted in early 2018 (www.trpc.org/climate).

PHASE 2

Phase 2 — which will begin in early 2019 and take about 18 months to complete — focuses on mitigation action analysis, implementation, and accountability to ensure that participating jurisdictions hit the shared emissions targets. Key Phase 2 deliverables include:

- A regional **Public Engagement Strategy** to help residents understand climate change impacts, elicit input on potential action ideas, and promote implementation efforts;
- A **list of communitywide actions** to reduce public- and private-sector emissions. A Consultant Team will qualitatively and quantitatively assess such actions and help identify funding sources, leads, partners, and implementation timeframes.
- An **Implementation Strategy** for each participating jurisdiction. Policymakers and staff will inform development of their jurisdiction’s Implementation Strategy, which will include a mix of actions that all four jurisdictions will take, actions that a single or subset of jurisdictions will implement, and actions that need to be implemented by other public and private interests.
- A **Carbon Wedge Analysis**, or other analytical tool, that measures the cumulative impact of the recommended actions to ensure they’re sufficient to hit the shared emissions targets.*
- **Metrics** to gauge accountability and periodically track progress implementing actions.

BENEFITS

- Helps ensure each jurisdiction does its part to keep the global average temperature from rising 2 degrees Celsius above pre-industrial levels by 2100
- Coordinates public-sector implementation of actions across the county and supports accountability
- Educates residents about climate risks and responses, and catalyzes private-sector action implementation
- Quantifies the speed and scale of actions necessary to hit the shared 2030 and 2050 emissions targets
- Helps local governments speak with a unified voice when engaging with Puget Sound Energy, Legislature, etc.

For more information, please visit www.trpc.org/climate.

*Note: The mitigation plan focuses on production-based emissions only and does not include consumption-based emissions.

Item Attachment Documents:

10. Mr. George Sharp will update the Council on the progress made to date by the Mayor's Creative District Task Force.

Mr. Sharp recommends the City amend Resolution 2018-01 to reflect a new Creative District Boundary and proposes an initial Creative District Budget; the Administration agrees to both.

Recommended action: Move to approve the change to the Creative District Boundary and the proposed Creative District Budget.

City of Tenino Creative District Executive Summary

(To be included with the City of Tenino application for Certification
as a Washington State Arts Commission Creative District)

On January 9, 2018 Tenino adopted Resolution 2018-01, and was the first City in Washington to act on the new Washington State Arts Commission Creative Districts Program.

In January 2019 City of Tenino Mayor Wayne Fournier convened the Tenino Creative District Taskforce to prepare the application to become a Washington State Arts Commission Certified Creative District. The Taskforce spent the first five months of 2019 meeting as a group as well as with the community stakeholders and partners, researching and utilizing the Washington State Arts Commission Creative District Community Readiness Toolkit, Application Guidelines and Pre-Application Checklist. Representatives of the Taskforce conducted a site visit with Annette Roth, Washington State Arts Commission Creative District Program Manager in May 2019. The information was shared with the community and the Tenino City Council. Representatives of the Taskforce conducted a site visit with Annette Roth, Washington State Arts Commission Creative District Program Manager in May 2019 to review the proposed district boundaries and information prepared from the Readiness Toolkit and application guidelines. The taskforce finalized their information collection in preparation to apply for certification and created this executive summary to present to Tenino City Council for approval. The Council approved at its June 11, 2019 Council meeting the Tenino Creative District Executive Summary and to apply for Certification with the Washington State Arts Commission.

The official name of the Creative District is: Tenino Creative District

The Creative District Boundaries will begin at the corner of Sussex and McArthur streets and extend to the corner of Sussex and Hayden Street. The boundary will include all of Tenino City Park, Quarry House, Quarry Pool and the Tenino Depot Museum, and Tenino High School. See Map. The City will update its Resolution 2018-01 to include the new boundary.

The Tenino Creative District shall be organized and operated by the City of Tenino.

The City Clerk-Treasurer will provide administrative support and coordinate logistical support of the Creative District.

The City Clerk-Treasurer will be supported through contracts with the Thurston Economic Development Council, Experience Olympia & Beyond and SCJ Alliance. It is estimated that the Clerk-Treasurer will spend 5% or 8 hours per month. The others supporting the Creative District are estimated to provide up to 60 hours per month. It is anticipated the Creative District will also be supported by the Tenino Area Chamber of Commerce, the Tenino Creative District Taskforce, other non-profit and for profit organizations and an official City Commission to be developed at a later date.

The goals of the Creative District are

Short Term:

1. Encourage and coordinate Creative Industries entrepreneurs and organizations to work together in as many ways as possible including Co-op opportunities, Makers Faire, SW Washington Agriculture and Innovation Park, placing products in local businesses, tours, cross promotion of each other and identify available commercial space for creative entrepreneurs.
2. Host workshops on how to start and run a Creative Industry-Artisan business.
3. Market Tenino as a Creative District Area.

Long Term:

1. Brand Tenino as an Artisan Community by creating place-making opportunities for artists in the community and showcasing local artisans and their work.
2. Rehabilitate existing infrastructure and encourage the development of spaces for Artisans (Creative Industries) to work and show/sale their products and services.
3. Encourage and hold workshops for Creative Industry-Artisan Business and the public.

The Tenino Creative District will be funded by the City of Tenino, the Washington State Arts Commission Creative District Grant, donations, fundraising and grants. The budget for 2019-2020 is \$14,772.00 The budget detail is the following:

Tenino Creative District 2019-2020 Budget	
Income	
City of Tenino Cash Match	\$ 2,500.00
In-kind Match-City of Tenino Staff time out of existing budget, meeting space, signage, supplies	\$ 2,500.00
Washington State Arts Commission	\$ 5,000.00
Fundraising	\$ 100.00
In-Kind -Volunteers supporting Tenino Creative District Implementation 100 hours x \$31.72 Volunteer Rate	\$ 3,172.00
in-kind- Meeting room use for Taskforce and Open Houses	\$ 500.00
In-kind- Venues for displays, classes, workshops	\$ 1,000.00
Work done under current contracts with Experience Olympia & Beyond, SCJ Alliance, Thurston EDC, and others on marketing, signage and other facilities-to be determined	
Total Income	\$ 14,772.00
Expense	
Contract for Services to implement the Tenino Creative District Plan	\$ 5,000.00
Tenino Creative District product development activities, signage, tents, marketing, supplies, Venue rental, event production cost.	\$ 5,100.00
In-Kind -Volunteers supporting Tenino Creative District Implementation 100 hours x \$31.72	\$ 3,172.00
in-kind- Meeting room use for Taskforce and Open Houses	\$ 500.00
In-kind- Venues for displays, classes, workshops	\$ 1,000.00
Total Expense	\$ 14,772.00

The City will support the Creative District via annual appropriations in an amount that accords with the City's annual Municipal Budget. The City will also apply for grants to support the Tenino Creative District.

Item Attachment Documents:

11. Eagle Scout Joseph Marco wishes to undertake a renovation of the wooden stairs along one of the trails within the Tenino City Park. He has developed a plan for the renovation and is currently raising funds in order to execute the project, if approved.

Eagle Scout Nicholas Robinson wishes to publish a map of Tenino City Park Trails and install distribution boxes for those maps at two locations within the Park where the maps would be available to all for free.

Life Scout Lester Robinson wishes to undertake the installation of stairs and railings along a certain portion of trail near the Quarry Pool. He has developed a plan for the installation of stairs and is currently raising funds in order to execute the project, if approved.

Recommended action: Move to approve the Trail Renovation Projects within the Tenino City Park as submitted by Eagle Scouts Joseph Marco and Nicholas Robinson, and as submitted by Life Scout Lester Robinson.



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting’s contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: “... to help other people at all times.” Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout’s parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout’s proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the Scout’s proposal is merely an overview—not a comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, to

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a “Project Plan” form in your *Scout’s Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization’s management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout or the Scout’s parents or relatives; or by the Scout’s unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary’s behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout’s unit.

Supervision

To meet the requirement to “give leadership to others,” your Scout must be given every opportunity to succeed independently without direct supervision. The Scout’s unit must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout’s qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout’s growth.



5/16/2019

John Millard

Clerk/Treasurer, City of Tenino

Our son, Joseph Marcoe is a Life Scout with Tenino Troop 14 and a junior at Tenino High School. Joseph has selected a proposed Eagle Scout project with the advice of members from the Tenino Lion's Club and would like to complete it this summer.

Joseph would like the permission of the City of Tenino to complete his project since the proposed project is in the Tenino City Park on one of the trails on the hill. The proposal is to repair a steep set of curved stairs that has deteriorated badly and needs to be restored to become safe to use. We will also clear the brush from the trail around the stairs. The stairs and trails were built by the Tenino Lions Club about 40 years ago. Several timbers making up the stairs have decayed and need to be replaced with new treated timbers; then the plan is to cover the existing steps with marine grade treated plywood which will be painted with a slip resistant coating for safety. This will preserve the timbers underneath and will create a more level and safer surface to walk on. The project site is about 500 feet up the trail from the opening by the soccer fields and bathrooms.

Joseph is working on getting donations for the supplies and has a presentation to the Lion's Club on May 23, 2019 to present his project to them if it is approved. The work force will be older boy scouts, scout leaders, and parents who all will be willing to sign the 5-w form and all workers will provide their own tools.

Beth and Bruce Marcoe

RECEIVED

MAY 22 2019

CITY OF TENINO

58

Eagle Scout Project Materials List:

Items needed are:

¾ inch 4' by 8' treated plywood – 6 sheets @ \$56.95 ea. (Est. cost = \$342.00)

6" by 8" treated landscape timbers (to be cut into 30" long pieces) – Three 12' long timbers @ \$27.92 ea. (Est. total = \$84.00)

Porch and floor exterior paint for plywood stair treads - 5 gallons@ \$26.99/gallon = (Est. total \$135.00)

Non-slip additive for paint (Tred-tex) – 5 packages (one for each gallon of paint) @ \$4.59 ea. (Est. total = \$23.00)

Box of 3 ½" exterior wood screws for use in treated wood (Est. total for five pound box = \$41.00)

The total estimated cost for this project is \$725.00, plus sales tax.

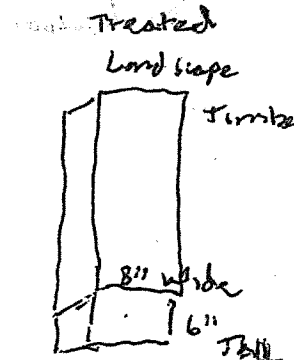
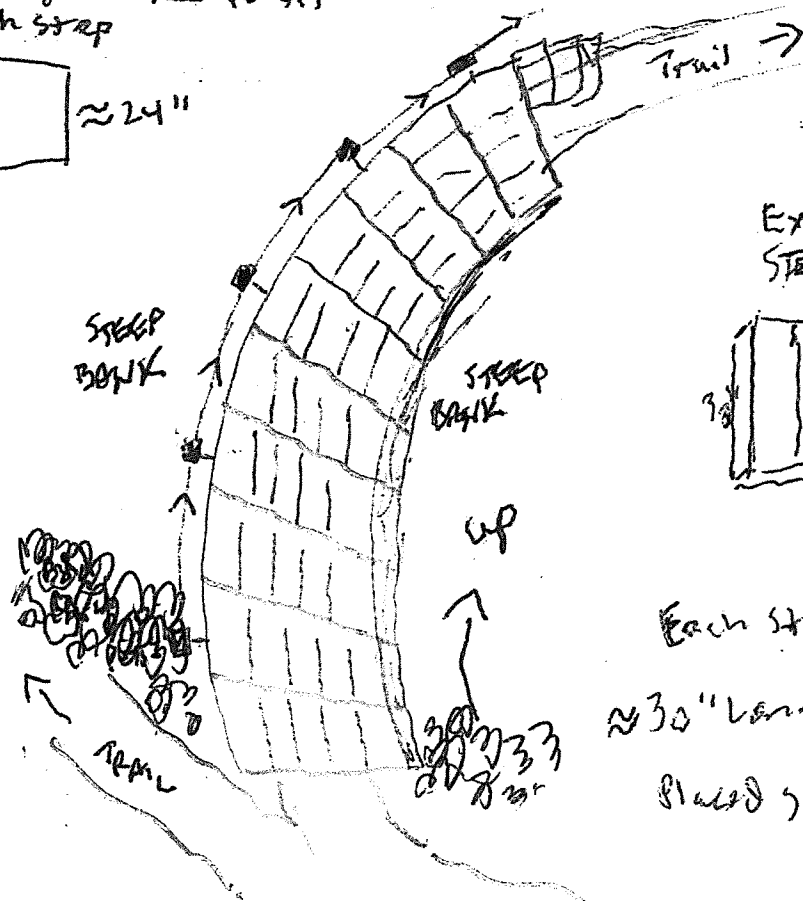
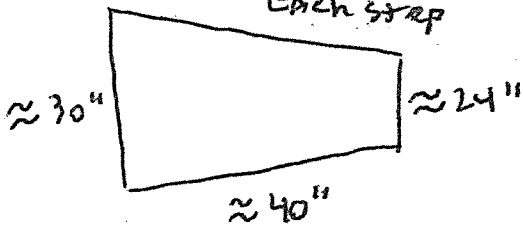
Eagle Project - Stairs 2.0: Joseph Marcoe

Option 1:

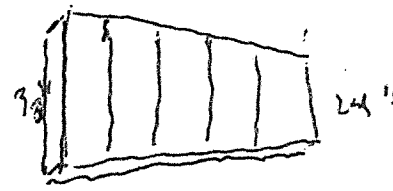
1. Replace only bad 24 -30" long 6"high by 8" wide landscape timbers (about 6 pieces) that make up the steps
2. Cover the existing landscape timber steps with outdoor, treated $\frac{3}{4}$ inch plywood (cut to fit) using 3 $\frac{1}{2}$ inch exterior screws.
3. Paint a no-slip coating on the plywood steps for traction
4. Clean up all weeds and materials on and around the steps and make sure the trail near to and from the steps is safe and fairly even.
5. Safely dispose of old materials and weeds

Proposed:

3/4" treated plywood, cut to fit
Each step



Existing Step Detail



Each step has 5 6' x 8"
 $\approx 30''$ long landscape timbers
Placed side by side



11001

Hello! My name is Nicholas Robinson and I'm looking to get approval to work on my Eagle Scout project. I would like to have my project be mapping out the trails in the Tenino City Park. Whenever our troop has gone through the trails, either on our own or as a troop, we don't know where the trails are or where they go. Mapping out these trails would allow for hikers to know where they're going and not get lost. The goal once the trail is mapped would be to place a map at the kiosk in the park as well as build two map boxes to fill with paper maps. One box would go in the kiosk and one would go on a post at a trailhead. If you have any questions on the project, I'm willing to answer them. I appreciate the consideration for my project!

Nick Robinson

Life Scout

Tenino Troop 9014

My name is Lester Robinson and am working on Eagle Project and would like to do it in the City of Tenino trails at the Quarry. Through my time of walking through the trails I've notice a section that is particularly steep to walk on. In order to fix this section of the trail I'd like to implement stairs and railings to make it easier to go up and down this section. The benefit would be to the public and make it easier for people to walk up and down without slipping and falling. Please let me know if you have questions or want more detail. Thank you in advance for your consideration.

Lester Robinson

Life Scout (working on Eagle)

Tenino Troop 9014

Project Materials & Location:

On the entrance by the Quarry House, walk up the hill and past the picnic table. The first steep section is where I will begin my project. The first path is 21 feet long and the second path leading up to the current stairs is 20 feet long. Stairs will be about 2 feet apart and reinforced with wood. Hand railings will be added along the path. Attached are pictures with my drawings to show the stairs and hand rails.

The wood for the steps will be approximately 2 ft wide and 5 ½ inches tall. The will be secured by railroad ties. The hand rails will be made with 3 x 3 posts connected by fence boards (size to be determined based on the donated material). Posts would be secured with quick cement to prevent rotting.





Item Attachment Documents:

12. Chief Swain has received a request from the Seattle Police Department that the City of Tenino join forces with them as part of the Cimes Against Children Task Force.

The agreement has been reviewed by both the City Attorney and the Risk Management Services Agency and meets with their approval.

The Seattle Police Department has prepared the document intending that Chief Swain sign on behalf of the City.

Recommended Action: Move to authorize Chief Swain to enter the CACTF Interlocal Agreement on behalf of the City of Tenino.



INTERAGENCY AGREEMENT

BETWEEN

THE WASHINGTON STATE INTERNET CRIMES AGAINST CHILDREN TASK FORCE ACTING THROUGH THE CITY OF SEATTLE POLICE DEPARTMENT

AND

TENINO POLICE DEPARTMENT

This Interagency Agreement is entered into by and between the Washington State Internet Crimes against Children Task Force (WA ICAC TF), acting through the City of Seattle Police Department and **Tenino Police Department** (Affiliate Agency) acting through its duly authorized representative.

WHEREAS, The United States **Department of Justice (DOJ) Office of Juvenile Justice and Delinquency Prevention (OJJDP)** have created the Internet Crimes Against Children (ICAC) Task Force Program, which is a national network of state and local law enforcement cybercrime units. The mission of the national ICAC Task Force Program is to assist state and local law enforcement agencies develop an effective response to technology-facilitated child sexual exploitation and Internet crimes against children. This assistance encompasses forensic and investigative components, training and technical assistance, victim services, prevention and community education. Due in large part to the technological aspects of these cases, the ICAC Task Force Program promotes a multi-jurisdictional, multi-agency, team approach to investigating and prosecuting ICAC cases; and

WHEREAS, the ICAC Task Force Program is a national network of 61 coordinated task forces representing more than 3,500 federal, state, and local law enforcement and prosecutorial agencies with each task force having an agency designated by the **OJJDP** as the "Lead Agency" which is the law enforcement agency that is awarded federal funding to serve as the "Lead" Agency for the corresponding Task Force.

WHEREAS, the SPD has been designated by the **OJJDP** as the "Lead Agency" to oversee the multi-jurisdictional **Washington State Internet Crimes Against Children Task Force (WA ICAC TF)** intended to combat crimes related to the sexual exploitation, enticement and victimization of children through the Internet, online communication systems, telecommunications technology and other computer technology; and

WHEREAS, the SPD is the recipient of a Federal grant through the **OJJDP** to assist in the investigation and prosecution of Internet crimes against children; and

WHEREAS, the SPD will assist law enforcement agencies in Washington State to increase their computer forensic capabilities and receive appropriate training to investigate Internet related cases; and

WHEREAS, agencies that agree to work with the SPD as the “Lead Agency” shall be identified in the program as an “Affiliate” or “Affiliate Agency” will execute this signed agreement under the authorization of the proper authority of said agency following all of the terms, conditions and tenets contained herein.

NOW THEREFORE, the parties hereto agree as follows:

This Interagency Agreement contains thirteen (13) Articles.

ARTICLE I TERM OF AGREEMENT

Affiliate Agencies may withdraw from this Interagency Agreement and new Affiliate Agencies may be added by executing an Interagency Agreement with the SPD in substantially the same form as this Interagency Agreement. The term of this Interagency Agreement shall be in effect until terminated pursuant to the provisions hereof. Either agency may cancel this agreement with (30) thirty days of written notification to the other agency. Said notification must be provided from the appropriate authorized authority within that agency. Upon receipt of the written notification the SPD will permanently remove the agency from Affiliate Agency status with the ICAC Program.

ARTICLE II OPERATIONAL STANDARDS

Affiliate Agencies agree to adhere to the *ICAC Task Force Program Operational and Investigative Standards*, attached to and made part of this Agreement, as Attachment A. The undersigned law enforcement agency agrees to investigate ICAC cases within their jurisdiction, and assist other jurisdictions to investigate these cases.

Affiliate Agencies agree to participate on the Washington Internet Crimes Against Children Task Force that is overseen by the SPD.

Affiliate Agencies agree to use only sworn law enforcement investigators to conduct ICAC investigations. Each investigator involved with undercover operations **must** receive ICAC Program training prior to initiating proactive investigations and shall submit reports of all undercover activity to the **SPD ICAC** prior to conducting the investigation.

Affiliate Agencies agree to conduct reactive investigations where subjects are associated within the Affiliate Agencies jurisdiction, including investigations of child pornography, Cybertip (CT) referrals from the National Center for Missing and Exploited Children (NCMEC), Internet Service Provider (ISP) and law enforcement referrals, and other ICAC-related investigations. Additional case initiations may develop from subject interviews,

documented public sources, direct observations of suspicious behavior, public complaints, etc.

Affiliate Agencies agree to record and document all undercover online activity. Any deviations from this policy due to unusual circumstances shall be documented in the relevant case file, reviewed and authorized by the ICAC Unit Commander, or equivalent, for that agency.

Affiliate Agencies agree to provide the SPD with access to all ICAC investigative files including, without limitation, computer records, in order to ensure compliance with all national ICAC standards.

Affiliate Agencies agree to locate its ICAC investigators in a secured space, to be provided by the Affiliate Agency, with controlled access to all equipment, software, and investigative files. At a minimum, information should be maintained in locked cabinets and under control of **each** Affiliate Agencies ICAC personnel, with restricted access to limited authorized personnel.

Affiliate Agencies agree to conduct education and prevention programs to foster awareness and provide practical, relevant guidance to children, parents, educators, librarians, the business and law enforcement communities, and other individuals concerned about Internet child safety issues. Presenters shall not discuss ongoing investigative techniques and undercover operations utilized by the WA ICAC TF, its Affiliate Agencies or the national ICAC Program.

Affiliate Agencies agree to be responsible for proper maintenance and use of any equipment purchased with OJJDP Grant funds and loaned to an Affiliate Agency by the SPD. Upon termination of this Interagency Agreement, ownership of equipment, hardware, and other non-expendable items will revert to the SPD.

Affiliate Agencies agree to utilize applicable State and Federal laws to prosecute criminal, civil, and forfeiture actions against identified violators, as appropriate.

Affiliate Agencies shall maintain accurate records pertaining to prevention, education and enforcement activities, to be collected and forwarded not less than monthly to the SPD ICAC Strategic Advisor, Seattle Police Department, **wa.icac@seattle.gov** or entered directly into IDS, for statistical reporting purposes (form provided.)

ARTICLE III SUPERVISION

Each Affiliate Agency will be responsible for the day-to-day operational supervision, administrative control, and personal and professional conduct of its officers and agents assigned to assist the WA ICAC TF. WA ICAC TF investigations are a cooperative effort and investigative decisions will be a joint process guided by the *ICAC Task Force Program Operational and Investigative Standards*.

ARTICLE IV JURISDICTION

The principal sites of WA ICAC TF activities will be in the respective jurisdictional area of each Affiliate Agency. Nothing in this agreement shall otherwise limit or enhance the jurisdiction and powers normally possessed by an Affiliate Agency's employee(s) as a member of the WA ICAC TF. Affiliate Agencies may on occasion be referred investigations that are outside of the physical boundaries of their respective municipalities due to specific needs, capabilities or expertise as identified by the WA ICAC TF Lead Agency. Affiliate Agencies agree to take these referrals and conduct appropriate investigations in conformance with the ICAC Operational Standards, investigative or operational training, and their agency policing policies.

ARTICLE V EVIDENCE

Seized evidence and any other related forfeiture will be handled in a manner consistent with the seizing law enforcement agency's policies.

ARTICLE VI INSURANCE AND LIABILITY

Each Affiliate Agency shall maintain sufficient insurance coverage or a fully funded self-insurance program, approved by the State of Washington, for the protection and handling of the liabilities including injuries to persons and damage to property. Each Affiliate Agency agrees to maintain, at its own expense, insurance or self-insurance coverage for all of its liability exposures for this Agreement and agrees to provide the City of Seattle with at least 30 days' prior written notice of any material change in the Affiliate Agency's liability coverage.

ARTICLE VII REPORTING STANDARDS

Using a process provided by the SPD, **each** Affiliate Agency shall submit monthly statistics to the SPD on all ICAC investigations or other investigative work pertaining to the sexual exploitation of children via the approved procedures. These statistics shall be submitted in the appropriate format by the 10th day of each successive month that the statistics were acquired and shall include data on all related investigations opened or closed during the month in all of the categories as designated on the provided form.

In addition, an agency case number shall be included for each sexual exploitation of a minor (child pornography) case, and/or criminal solicitation of a minor (enticement/traveler) case investigated by an Affiliate Agency. Any local media reporting or responses on the investigation will comply with Section 12. Media Relations and Media Releases of the ICAC Operational Standards. The SPD will be responsible for all required reporting to the **OJJDP**.

ARTICLE VIII TRAINING

Affiliate Agencies **shall** make every effort to make investigators designated as Task Force Members available for applicable specialized training provided through the national ICAC Program and other appropriate training programs. The SPD will review training requests and provide funding for ICAC-approved training when appropriate. This funding will include, but is not limited to; WA ICAC TF hosted, or sponsored or facilitated training through the national ICAC Programs authorized vendors.

Affiliate Agencies seeking funding assistance will be required to submit requests at least thirty (30) days in advance in writing and to comply with the procedures set forth in a separate Interagency Agreement for funding requests. A sample of this Interagency Agreement is available upon request but in no way is tacit or expressed authorization of requested funding or financial assistance given in advance. Funding under the Interagency Agreement is limited to the available funds that are received by the SPD under the **OJJDP** Grant program for the national ICAC program.

ARTICLE IX CONFIDENTIALITY

The parties agree that any confidential information pertaining to investigations of WA ICAC TF will be held in the strictest confidence, and will only be shared with other Affiliate Agencies or other law enforcement agencies not participating in the WA ICAC TF where necessary or as otherwise permitted by federal and/or state law.

ARTICLE X COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

To the extent required by law, the Affiliate Agency shall comply with all applicable laws, standards, orders and regulations regarding equal employment which are applicable to the Affiliate Agency's performance of this Interagency Agreement, including Rules of Practice for Administrative Proceeding to Enforce Equal Opportunity under Executive Order No. 11246, title 41, subtitle B, Chapter 60, part 60-30, which are incorporated herein by reference.

ARTICLE XI GOVERNING LAW AND VENUE

This Interagency Agreement is governed in all respects by applicable local, State, and Federal laws which shall supersede any provisions made in this Interagency Agreement to the contrary. Any provision effected will not negate the rest of the Interagency Agreement. In case any one or more of the provisions contained in this Interagency Agreement shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Interagency Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Exclusive venue is in Seattle, King County, Washington.

ARTICLE XII EFFECTIVE DATE

This Interagency Agreement shall be effective on October 1, 2018 and continue for three years. Upon expiration of the three years this Interagency Agreement shall automatically be renewed for one (1) additional year until such time as federal funding for the ICAC Task Force Program ends or the Interagency Agreement is canceled by either party upon 30 days' written notice delivered to both parties as delineated in ARTICLE I TERM OF AGREEMENT. This Interagency may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

The additional or deletion of Affiliate Agencies to or from this Interagency Agreement shall not affect the Interagency Agreement with the remaining Affiliate Agencies.

This Interagency Agreement can be amended or replaced in the event of new requirements under the national ICAC Task Force Program or as designated by law or other proper lawful authority.

ARTICLE XIII AMENDMENTS

No modification or amendment of the provisions hereof shall be effective unless in writing and signed by authorized representatives of the parties hereto. The parties hereto expressly reserve the right to modify this Agreement, by mutual agreement.

**WASHINGTON STATE
INTERNET CRIMES AGAINST CHILDREN
TASK FORCE**

INTERAGENCY AGREEMENT

EXECUTED BY

The **SEATTLE POLICE DEPARTMENT**,
a department of the City of Seattle, hereinafter referred to as "SPD",
Department Authorization Representative:
Captain Michael Edwards
PO Box 34986
Seattle WA 98124-4986

AND

The **TENINO POLICE DEPARTMENT**,
a department of the City of Tenino, hereinafter referred to as "TPD"
Department Authorized Representative:
Chief of Police Robert Swain
Tenino Police Department
358 McClellan Street South
Tenino, WA 98589

In Witness Whereof, the parties have executed this Agreement by having their representatives affix their signatures below.

TENINO POLICE DEPARTMENT

SEATTLE POLICE DEPARTMENT

Robert Swain, Chief of Police

Carmen Best, Chief of Police

Date:

Date:

Item Attachment Documents:

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



City of Tenino

149 Hodgden St. S
PO Box 4019
Tenino, WA 98589

(360) 264-2368
Fax (360) 264-5772
clerktreasurer@ci.tenino.wa.us

MEMORANDUM FOR: Linda Gotovac, Chairperson

FROM: Secretary John Millard

SUBJECT: Façade Improvement Grant Review Committee (FIGR) Meeting Minutes

DATE: May 23, 2019

1. These minutes pertain to a meeting of the City of Tenino Façade Grant Improvement Review Committee conducted on May 23, 2019, in Council Chambers of Tenino City Hall, from 8:30 am to 9:15 a.m. Committee members present were: Chair Linda Gotovac, Secretary John Millard, and members Sherry Bachmann, Ken Jones, Aslan Meade, and Donna Wilson.

2. The purpose of this meeting was to consider two Grant Requests and address concerns about the FIG program administration in general.

a. Grant Request: Tenino Farmers Market. Sherry, in her capacity as Secretary of the Farmer's Market Association, submitted a Grant Request to install two benches on the west side of Olympia Street on the sidewalk along the east side of the Campbell Building. In this case, the match component is intended to be "in kind" labor consisting of street cleaning both before and after each day the Market is in operation.

b. Grant Request: United States Postal Service. Tenino Postmaster Karen Nelson submitted a Grant Request for a wayfinding sign and two benches. She has already expended in excess of \$1,400.00 cleaning up in front of the Post Office and work continues on improving the building's appearance.

c. Program Administration. Several members of the committee have expressed concern that the program is being incorrectly marketed, which is leading to confusion amongst the Committee Members, as well as a certain level of frustration on the part of the Business Community. Some of this unease is a result of what is admittedly a very liberal interpretation of what a "façade improvement" is, and some is related to the concept of purchasing a "thing" (like a bench or a sign) as opposed to a service (like cleaning, painting, or other such work)

1. The current operating guideline for the program is Resolution 2018-19, which itself supersedes two previous versions of the operational guidance. While Resolution 2018-19 is pretty straight-forward with respect to how the program is supposed to

SUBJECT: Façade Improvement Grant Review Committee (FIGR) Meeting Minutes

operate, the community at large is getting the message that “the City will buy you stuff and all you have to do is sweep the streets.” This is not what the program was designed to do.

2. The Committee recommends that when marketing the program, interested parties should simply be referred to either the Community Development Page of the City Website or that they should speak with a Committee Member about the grant program.

4. A date for the next committee meeting was not set.

Respectfully submitted this 7th day of June, 2019.

John C. Millard
Secretary

Cc
Mayor Wayne Fournier

RECEIVED

APR 30 2019

CITY OF TENINO



CITY OF TENINO
Façade Improvement Grant Request
P.O. Box 4019, Tenino, WA 98589
Phone: (360) 264-2368 Fax: (360) 264-5772

Business Name: Tenino Farmers Market
Address: P.O. Box 554 Tenino
Mailing Address (if different): _____
Owner: TFM Board Contact Person / Title: Sherry Bachmann / Secretary
Business Phone: 360 789 6659 FAX: _____ Email: sbache.scattercreek.com

- 1. Is this business located within the historic downtown business district? Yes No
- 2. If you are not the building owner, do you have the owner's permission to make improvements to this building? N/A Yes No
- 3. Did you receive a Façade Improvement Grant from the City in the previous year? Yes No
- 4. Have you already received a Façade Improvement Grant from the City in this year? Yes No

5. Please attach a description of the improvement you wish to make. The description may be in the form of a sketch, drawing, photograph, words, or any combination thereof. The Façade Improvement Grant Review Committee will base its recommendation to approve or deny the award of a grant based on the information provided, so the description should "paint a picture" that enables each committee member to fully grasp the result you intend to achieve.

I certify, by my signature below, that I understand the following: I am applying for a grant of money from the City of Tenino for the purpose of contributing to the improvement of the Community Character as defined in the City of Tenino Comprehensive Plan. This request will be reviewed by the City's Façade Improvement Grant Review Committee; however, the decision to award or deny the grant rests with the City Council of the City of Tenino and each such decision will be made during a regular meeting of the City Council. The Committee will base its recommendation on information I provide on this form and that I attach to it. Finally, I understand that this grant will be made solely in the form of a reimbursement of funds actually expended in furtherance of a façade improvement effort and that the amount received will be one-third of the total amount of funds that I actually spent, up to a maximum of \$1000; provided, however, that "funds actually spent" may include "in kind" contributions of labor or materials that I furnished. Reimbursement will be made after project completion and upon presentation of all receipts.

Sherry Bachmann
Applicant Signature Date 4/30/19
Sherry Bachmann
Print Name / Title Day Telephone 360 789 6659

Space Below For City Use Only

Date Received by City: 30 Apr 19
 Name/Title: John M. Lord Clerk/Treasurer
 Façade Improvement Grant Review Committee Recommendation: Approve Deny
 Date considered: 23 May 19
 Comments: See Minutes
 Action by Council: Approved Denied
 Date: _____
 Comments: _____
 Grant Number: 2019-_____-_____
 Date Presented for Reimbursement: _____ Amount spent by business owner: _____
 Amount authorized to be reimbursed (1/3 of costs up to a maximum of \$1000): _____

Bench Request:

The Tenino Farmers Market is requesting the city to install benches (at least 2) along the east side of the sandstone buildings on the west side of Olympia Street (Edward Jones and The Event Center).

These benches would be adjacent to the Yellow Bike racks but next to the buildings.

The staff of Tenino Farmers Market do 'in kind' support of Olympia Street including 8+ hours of street preparation (sweeping and cleaning) prior to market opening day, and cleaning the street every Saturday after market closes, ensuring all is in order.



CITY OF TENINO
Façade Improvement Grant Request
 P.O. Box 4019, Tenino, WA 98589
 Phone: (360) 264-2368 Fax: (360) 264-5772

Business Name: USPS
 Address: 124 Sussex Ave W.
 Mailing Address (if different): _____
 Owner: Lisa Soran Owner of building Contact Person / Title: Postmaster Karen Nelson
 Business Phone: 264 2504 FAX: _____ Email: Karen.r.nelson@usps.gov

1. Is this business located within the historic downtown business district? Yes No
2. If you are not the building owner, do you have the owner's permission to make improvements to this building? Yes No
3. Did you receive a Façade Improvement Grant from the City in the previous year? Yes No
4. Have you already received a Façade Improvement Grant from the City in this year? Yes No

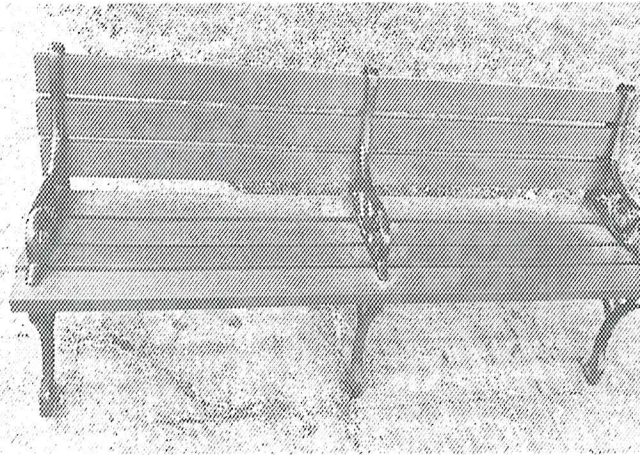
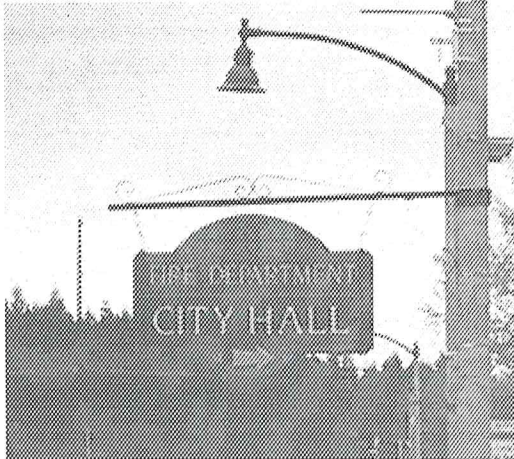
5. Please attach a description of the improvement you wish to make. The description may be in the form of a sketch, drawing, photograph, words, or any combination thereof. The Façade Improvement Grant Review Committee will base its recommendation to approve or deny the award of a grant based on the information provided, so the description should "paint a picture" that enables each committee member to fully grasp the result you intend to achieve.

I certify, by my signature below, that I understand the following: I am applying for a grant of money from the City of Tenino for the purpose of contributing to the improvement of the Community Character as defined in the City of Tenino Comprehensive Plan. This request will be reviewed by the City's Façade Improvement Grant Review Committee; however, the decision to award or deny the grant rests with the City Council of the City of Tenino and each such decision will be made during a regular meeting of the City Council. The Committee will base its recommendation on information I provide on this form and that I attach to it. Finally, I understand that this grant will be made solely in the form of a reimbursement of funds actually expended in furtherance of a façade improvement effort and that the amount received will be one-third of the total amount of funds that I actually spent, up to a maximum of \$1000; provided, however, that "funds actually spent" may include "in kind" contributions of labor or materials that I furnished. Reimbursement will be made after project completion and upon presentation of all receipts.

Karen Nelson Date 4/17/19
 Applicant Signature _____ Day Telephone _____
KAREN NELSON PostMaster
 Print Name / Title _____

Space Below For City Use Only

Date Received by City: 18 Apr 19
 Name/Title: John Millard, clerk / Treasurer
 Façade Improvement Grant Review Committee Recommendation: Approve Deny
 Date considered: 23 May 19
 Comments: See Minutes
 Action by Council: Approved Denied
 Date: _____
 Comments: _____
 Grant Number: 2019-_____-_____
 Date Presented for Reimbursement: _____ Amount spent by business owner: _____
 Amount authorized to be reimbursed (1/3 of costs up to a maximum of \$1000): _____



To whom it may concern.

I am the new Tenino Postmaster, Karen Nelson, and am interested in making the Post Office building a little more appealing and inviting for the Tenino Community. I will be spending \$1,400 on just removing the unpleasant bushes out front. I've contacted the owner of the building and she will be pressure washing and resealing/painting the exterior of the building. I've seen the wonderful new signs displayed on Sussex and would love to have one for the Post Office. Outside the City Hall, and along Sussex there are benches and I think instead of the bushes I could have two benches or picnic table for the Tenino community to be able to sit and enjoy the town. With the Façade improvement Grant it would help me improve the look of the building and be good for the community to sit on a bench and enjoy the town as well as having a matching sign that represent the important businesses of Tenino.

Very Respectfully,

Karen Nelson 4/17/19

Karen Nelson
Tenino Postmaster
124 Sussex Ave W
Tenino WA 98589
360-264-2504

Item Attachment Documents:

15. 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor

Clerk/Treasurer Council Meeting Report June 11, 2019

Budget:

- **Current status is:**
 - Total revenues are 14.7% of projections (+ 0.7%)
 - Total expenditures are 41.0% of projections (+1.8%)
 - Target: **43.8%**

 - General Fund revenues: 30.8% of projections
 - General Fund expenditures: 45% of projections
- **2017-2018 Audit scheduled for June/July**

- **Grants and Other Funding:**
 - **Y-T Trail Extension Feasibility Study** – Study complete.
 - **CDBG/Quarry Pool Renovation:** 2nd RFP published; bids due June 19
 - **RCSP Funds (\$56,193.50):** Interlocal is now fully in place.
 - **PoO Small Cities Grant**
 - Bicycle Kiosk construction in process
 - 50% of 2018 grant used to pay for plans; remaining 50% from 2018 and all of the 2019 grant will go toward construction (\$15,000)
 - RCSP funds will be used to fund remaining \$35,000
 - Any remaining RCSP funds will be used to repair sidewalks identified by Public Works (~\$20,000)
 - **2019 CDBG Grant:**
 - Quarry House Reno Plan Approved by The County ~\$361,000.00

- **SW WA Agriculture & Innovation Park**
 - Department of Commerce still working on grant administration issues
 - G&O preparing SOW for contract administration
 - EDC capital budget request approved for \$1.5 million (first building)
- **City Hall Renovation**
 - \$500k Capital Budget Request approved
 - G&O preparing SOW for contract administration
- **Wide Area Network**
 - Have identified two potential IT Service Providers
 - Brightwire Networks – Proposal being developed
 - HP Enterprises – Proposal being developed



City of Tenino

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: May 2019

During the month of May, the treatment plant continues to perform optimally, all testing parameters are well below permit levels.

System Maintenance

- Regular upkeep.
- Awaiting fabric to install on Effluent infiltrators.
- Installed VFD for Blower #3. All running correctly.
- Reconfiguring turbidimeter setup.

Process Changes

- Decanting Biosolids lagoon to minimal levels, in preparation for dewatering. Less than 1 foot of free water remains on surface.

Call Outs-Emergencies

- There were no call outs or emergencies for the month of May.

Communications

- Continuing discussions with Biosolids coordinator, Meeta Panu. Need to resubmit SAP and biosolids management plan for approval.

Miscellaneous

Flows

- Influent total flow = 2.88 MG
- Average daily flow = 0.093 MG
- Max daily flow = 0.102 MG
- Total gallons wasted = 45,440 gallons