

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, June 09, 2020 at 7:30 PM

Agenda

WORK SESSION

- [1.](#) Safe Start Washington
- [2.](#) AWC Annual (virtual) Business Meeting & Voting Delegates
- [3.](#) Climate Change Planning Grant
- [4.](#) Designation as Certified Creative District
- [5.](#) Hidden Meadow Final PLat

CALL TO ORDER

AGENDA APPROVAL

APPROVAL OF MINUTES

- [6.](#) Minutes of the March 10, 2020, Regular Meeting of the Tenino City Council
- [7.](#) Minutes of the April 14, 2020, Regular Meeting of the Tenino City Council
- [8.](#) Minutes of the April 28, 2020, Regular Meeting of the Tenino City Council
- [9.](#) Minutes of the May 20, 2020, Special Meeting of the Tenino City Council
- [10.](#) Minutes of the May 26, 2020, Regular Meeting of the Tenino City Council

CONSENT CALENDAR

- [11.](#) Payroll EFT's in the amount of \$74,948.41, and Claims Checks #29137 through #29168 in the amount of \$35,039.93 for a Grand Total of \$109,988.34.
12. New Licenses: None
Renewals: None

EXECUTIVE SESSION

PRESENTATIONS

- [13.](#) Timberland Regional Library Executive Director Cheryl Heywood will present the "State of The Library" Address to the Tenino City Council.

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

[14.](#) National Bicycle Commuter Month

[15.](#) Proclamation of Appreciation for donation of infrared thermometers.

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

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

OLD BUSINESS

NEW BUSINESS

18. Signature Cards

[19.](#) Climate Change Planning Grant

RESOLUTIONS

ORDINANCES

[20.](#) Hidden Meadow Final Plat Approval

REPORTS

21. Outside Agencies.

22. Commissions/Committees

[23.](#) Staff

24. Liaisons

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

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

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



Safe Start Washington

A Phased Approach to Recovery

ISSUED BY THE OFFICE OF THE GOVERNOR | MAY 4, 2020



Safe Start Washington Governor Jay Inslee

Governor Jay Inslee, in collaboration with the Washington State Department of Health, has established a data-driven approach to reopen Washington and modify physical distancing measures while minimizing the health impacts of COVID-19.

This approach reduces the risk of COVID-19 to Washington’s most vulnerable populations and preserves capacity in our health care system, while safely opening up businesses and resuming gatherings, travel, shopping, and recreation. The plan involves assessing COVID-19 activity in the state along with health care system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations.



COVID-19 DISEASE ACTIVITY

Before reopening Washington and modifying physical distancing measures, COVID-19 disease burden must be low and decreasing as measured by:

- Number and trend of [COVID-19 cases, hospitalizations and deaths in Washington State](#)
- Modeling data, including [Institute for Disease Modeling](#) on Puget Sound area rates of COVID-19 spread, University of Washington [Institute for Health Metrics and Evaluation](#) modeling, and [Youyang Gu](#) modeling
- Mobility trends in Washington State, including [WSDOT traffic data](#) and [Google Mobility Data](#)

READINESS AND CAPABILITIES NEEDED

The Department of Health and local public health officials will monitor data to assess our state’s readiness for safely reopening and modifying physical distancing measures. In addition to a low and decreasing disease burden, readiness must be achieved in four key areas to proceed from where we are now in the “Stay Home, Stay Healthy” order (Phase I) to Phase II, III and IV of the plan. The four key areas include healthcare system readiness, testing capacity and availability, case and contact investigations, and ability to protect high-risk populations. The overall goals for each area, along with the pertinent data that will be considered, are detailed below.





1. Health Care System Readiness

Adequate bed capacity, staffing and supplies in the health care system to handle a surge in COVID-19 cases, measured by:

- Number and percentage of licensed beds and ICU beds available in hospitals
- Number of available ventilators
- Days of personal protective equipment (PPE) supply available at hospitals, long-term care facilities, and other health care settings
- Ability of the state to fill high priority PPE requests from local emergency management agencies
- Ability of hospitals and other health care facilities to surge and coordinate movement of patients



2. Testing Capacity and Availability

Ability for everyone with COVID-19 symptoms and those with high-risk exposures to be tested immediately using a polymerase chain reaction (PCR) test and rapidly receive test results as measured by:

- Geographic distribution of testing sites and ability to serve the entire population
- Number and capacity of laboratories in Washington performing COVID-19 testing
- Availability of sufficient swabs, viral transport media, lab reagents, and other materials required for COVID-19 testing
- Number of tests performed per day



3. Case and Contact Investigations

Ability to rapidly isolate those with COVID-19, identify and quarantine their contacts, and provide case management services as measured by:

- Number of investigators trained and working
- Plans for case management
- Availability of isolation and quarantine facilities in local jurisdictions
- Percent of cases investigated within 24 hours of receipt of positive test report
- Percent of contact investigations initiated within 48 hours of receipt of positive test report





4. Ability to Protect High-Risk Populations

Ability to immediately respond to outbreaks in congregate settings, such as long-term care facilities, behavioral health facilities, agricultural worker housing, homeless shelters and correctional facilities, and address the needs of other high-risk populations, including the elderly and the medically frail, measured by:

- Number of outbreaks in long-term care facilities
- Demographic data, including race/ethnicity data, on COVID-19 cases, hospitalizations and deaths
- Ability of local or state strike teams with adequate PPE to respond to an outbreak within 24 hours

ALL INDIVIDUALS AND BUSINESSES

Until there is an effective vaccine, effective treatment or herd immunity, it is crucial to maintain some level of community interventions to suppress the spread of COVID-19 throughout all phases of recovery. This includes heightened protections for the health and safety of workers in essential sectors, people living and working in high-risk facilities (e.g., senior care facilities) and all other workers.

All Washingtonians have a responsibility to protect themselves and others. Each phase, while allowing for additional services to open and return to full capacity, is grounded in the following required basic practices:

Guidance for Individuals

All phases – Individuals should continue to:

- Engage in physical distancing, staying at least six feet away from other people
- Wear cloth face coverings in public places when not eating or drinking (cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance)
- Stay home if sick
- Avoid others who are sick
- Wash hands frequently with soap and water (use hand sanitizer if soap and water are not available)
- Cover coughs and sneezes
- Avoid touching eyes, nose and mouth with unwashed hands
- Disinfect surfaces and objects regularly



Requirements for All Employers

All phases – Employers are required to:

- Maintain the six-foot physical distancing requirements for employees and patrons. Adopt other prevention measures such as barriers to block sneezes and coughs when physical distancing is not possible for a particular job task.
- Provide services while limiting close interactions with patrons.
- Provide adequate sanitation and personal hygiene for workers, vendors and patrons. Ensure employees have access to hand washing facilities so they can wash their hands frequently with soap and running water.
- Ensure frequent cleaning and disinfection of the business, particularly of high-touch surfaces.
- Identify personal protective equipment (PPE) and cloth facial coverings in accordance with L&I requirements on facial coverings and industry specific COVID-19 standards. Provide the necessary PPE and supplies to employees.
- Identify strategies for addressing ill employees, which should include requiring COVID-19 positive employees to stay at home while infectious, and potentially restricting employees who were directly exposed to the COVID-19 positive employee. Follow CDC cleaning guidelines to deep clean after reports of an employee with suspected or confirmed COVID-19 illness. This may involve the closure of the business until the location can be properly disinfected.
- Educate employees about COVID-19 in a language they best understand. The education should include the signs, symptoms and risk factors associated with COVID-19 and how to prevent its spread.
- On a case-by-case basis, as directed by federal, state and local public health and workplace safety officials, implement other practices appropriate for specific types of businesses, such as screening of employees for illness and exposures upon work entry, requiring non-cash transactions, etc.
- Follow requirements in [Governor Inslee's Proclamation 20-46 High-Risk Employees – Workers' Rights](#).
- Keep a safe and healthy facility in accordance with state and federal law, and comply with COVID-19 worksite-specific safety practices, as outlined in Governor Inslee's "Stay Home, Stay Healthy" Proclamation 20-25, and in accordance with the Washington State Department of Labor & Industries [General Coronavirus Prevention Under Stay Home, Stay Healthy Order](#) and the Washington State Department of Health [Workplace and Employer Resources & Recommendations](#).
- Challenge Seattle and the Washington Roundtable have developed a [business checklist](#) which is a great starting point for businesses as they prepare for a Safe Start. Our shared goal is to establish clear requirements that everyone can understand and apply — employers, workers and customers.

Businesses are also expected to implement any additional requirements developed specifically for their industry, such as those that have been established for construction.



PHASED APPROACH TO REOPENING WASHINGTON AND MODIFYING PHYSICAL DISTANCING MEASURES

Phase I of reopening Washington begins on May 5, 2020. When COVID-19 disease burden is low and decreasing and the four above capabilities are met, the Governor will issue an order for the state to move into future phases. The state will stay in every phase for a **minimum of three weeks**. During that time, the Department of Health and the Governor will re-evaluate the above indicators and determine if the state should remain in the current phase, advance to the next phase or return to the previous phase. No phase will last less than three weeks before moving to the next phase, in order to allow one complete disease incubation period plus an additional week to compile complete data and confirm trends.

The following table shows the phased approach for reopening businesses and resuming activities not authorized under Proclamation 20-25. **This phased approach may be adjusted as the pandemic evolves.** The industries listed are not an exclusive or exhaustive list of industries. Businesses listed in each phase of the plan will have industry-specific guidance and safety criteria developed to ensure workplace safety and public health are maintained. Those business activities are not authorized to open until the industry-specific guidance and safety criteria are issued.

A number of different factors were considered when deciding which activities could be resumed and which businesses could be reopened in various phases. These factors included:

- Risk of disease spread during the individual or business activity
- Number of people who could potentially be infected during the individual or business activity
- Economic benefits to opening the business
- Individual benefits to opening the business

Additional plans for a phased approach to restarting health care and educational activities are under development.

Families are adjusting to a new way of life, and we understand the impacts this is having on them. The connection between education, childcare, youth sports, summer programs and extracurricular activities is critical and must be viewed from a holistic lens to ensure equity and high quality of life. As we prepare for what the reopening of school looks like, we will be working closely with the Department of Health, Office of the Superintendent for Public Instruction, Department of Children, Youth and Families, and parents to release plans in the future.

While childcare is currently an essential business activity and a key component to the reopening plan, we know there is more to do. The state will continue efforts to ensure adequate access and affordability for families.



WASHINGTON'S PHASED APPROACH

Modifying Physical Distancing Measures as we Reopen the State

INDIVIDUALS AND BUSINESSES SHOULD FOLLOW ALL REQUIREMENTS LISTED ABOVE DURING ALL PHASES



Phase 1



Phase 2



Phase 3



Phase 4

High-Risk Populations*

Continue to Stay Home, Stay Healthy

Continue to Stay Home, Stay Healthy

Continue to Stay Home, Stay Healthy

Resume public interactions, with physical distancing

Recreation

Some outdoor recreation (hunting, fishing, golf, boating, hiking)

Outdoor recreation involving 5 or fewer people outside your household (camping, beaches, etc.)

- Outdoor group rec. sports activities (50 or fewer people)
- Recreational facilities at <50% capacity (gyms, public pools, etc.)
- Professional sports without audience participation (horseracing, baseball, etc.)

Resume all recreational activity

Gatherings (social, spiritual)

- None
- Drive-in spiritual service with one household per vehicle

Gather with no more than 5 people outside your household per week

Allow gatherings with no more than 50 people

Allow gatherings with >50 people

Travel

Essential travel and limited non-essential travel for Phase I permissible activities

Essential travel and limited non-essential travel for Phase I & II permissible activities

Resume non-essential travel

Continue non-essential travel

Business/Employers

- Essential businesses open
- Existing construction that meets agreed upon criteria
- Landscaping
- Auto/RV/boat/ORV sales
- Retail (curb-side pick-up orders only)
- Car washes
- Pet walkers

- Remaining manufacturing
- Additional construction phases
- In-home/domestic services (nannies, housecleaning, etc.)
- Retail (in-store purchases allowed with restrictions)
- Real estate
- Professional services/office-based businesses (telework remains strongly encouraged)
- Hair and nail salons/barbers
- Pet grooming
- Restaurants/taverns <50% capacity table size no larger than 5 (no bar-area seating)

- Restaurants/taverns <75% capacity/ table size no larger than 10
- Bar areas in restaurant/taverns at <25% capacity
- Movie theaters at <50% capacity
- Customer-facing government services (telework remains strongly encouraged)
- Libraries
- Museums
- All other business activities not yet listed except for nightclubs and events with greater than 50 people

- Nightclubs
- Concert venues
- Large sporting events
- Resume unrestricted staffing of worksites, but continue to practice physical distancing and good hygiene

* High-risk populations are currently defined by CDC as: persons 65 years of age and older; people of all ages with underlying medical conditions (particularly not well controlled), including people with chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and people with liver disease; people who live in a nursing home or long-term care facility.

COUNTY VARIANCE REQUESTS

The Department of Health recognizes that there are currently some small counties with a population of less than 75,000 that have not identified a resident with COVID-19 for the past three weeks. These counties have the opportunity to apply for a variance to move to Phase II of this plan before the rest of the state. To apply for a variance, the local jurisdiction must follow the below process and submit the following materials to the Department of Health. County variance applications will be approved or denied by the Secretary of Health.

1. The process must adhere to the following steps:

- a. The local public health officer must submit a signed recommendation to the local board of health with one of the following recommendations: not request a variance and stay in Phase I, request a variance to include all of the Phase II modifications above, or request a variance to include a subset of Phase II modifications.
- b. The local board of health, if they choose to move forward with a variance request, must vote on such a request.
- c. The local hospital(s) must submit a letter certifying that they have adequate bed capacity to serve their community and adequate PPE supplies to keep their workers safe.
- d. The county commission/council must request to move to Phase II (or a subset of Phase II) of the plan.

2. The county commissioner must submit a letter requesting a variance, the letter from the local hospital certifying they have adequate bed capacity to serve their community and adequate PPE supplies to keep their workers safe, and a document that includes the following information to the Department of Health:

- a. Plans to make COVID-19 testing available and accessible to everyone in the county with symptoms consistent with COVID-19.
- b. The number of tests performed by week over the past three weeks.
- c. The number of people trained and ready to perform case investigations and contact tracing.
- d. Plans to house people in isolation or quarantine who do not have a home or wish to isolate or quarantine themselves outside of their home.
- e. Plans to provide case management services to cases and contacts in isolation and quarantine.
- f. Plans to rapidly respond to outbreaks in congregate settings.



3. Included with this application are documents demonstrating approvals and endorsements for all of the following:

- a. The local public health officers' recommendation to the Board of Health.
- b. Documentation of the vote of the Board of Health, including the motion and the vote totals.
- c. Letters from all hospitals used by the county certifying their bed capacity for COVID-19 patients and PPE supplies.
- d. Documentation of the vote of the county commission, including the vote totals.

In the next two weeks, the Department of Health and Governor Inslee will consider additional criteria which could include cases per capita for allowing other counties to apply for a variance. Local jurisdictions will be allowed to partially implement a phase.



File Attachments for Item:

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



2020 GMA-Climate Change Planning-Grant Application

Washington State cities and counties may apply for grant funds to assist with the cost of preparing climate change plans, policies and/or projects that are integrated within Growth Management Act (GMA) comprehensive plans.

Eligibility Requirements

Eligible applications must meet the following minimum criteria:

1. Applicant must be a town, city or county in Washington State;
2. The proposed local action must fit one of the following categories: 1) Amendment to a comprehensive plan that integrates climate change goals, objectives and policies into GMA required elements; 2) Development of a climate change mitigation and/or adaptation plan that is part of a comprehensive plan. 3) Development of separate climate change chapter for a GMA comprehensive plan; and
3. Commerce must receive all grant related deliverable items by **June 20, 2021**.
4. **All grant related activities must be concluded by June 30, 2021.**

Funding

Commerce has budgeted \$100,000 in GMA financial assistance for this grant program for the 2019-21 State Biennium. Commerce intends to award five (5) grants in the amount of \$20,000 each through a competitive application process.

Any grant awarded as a result of this application process is contingent upon the availability of funding.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. How well does the proposed project address planning and specific local climate change issues?
2. Does the proposed project include significant greenhouse gas emission reductions?
3. Does the proposed project potentially increase the resiliency/adaptive capacity of a specific jurisdiction or region?
4. To what extent will the project help the State of Washington reach its climate change goals?
5. Is the applicant ready to proceed with developing the proposed climate change project?
6. Is there support from local economic development organizations and consistency with regional economic development strategies as specified in locally adopted comprehensive plans and/or comprehensive economic development strategies (CEDs)?
7. Extra consideration will be given to applicants/jurisdictions with under 100,000 in total population.



Timeline	
<p>Application Due Date: June 19, 2020 5:00 p.m.</p>	<p>Application Submission Requirements:</p> <p>Applications must be received by Commerce no later than 5:00 PM, Pacific Time, in Olympia, Washington, on June 19, 2020.</p> <p>Applications and supplemental materials shall not exceed fifteen (15) pages.</p> <p>Applications must be submitted electronically as an attachment to an e-mail to the designated Commerce contact, at the e-mail address listed below. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by Commerce and cannot be used for submission of proposals. Commerce does not assume responsibility for problems with Applicant’s e-mail. If Commerce email is not working, appropriate allowances will be made.</p> <p>Proposals may not be transmitted using facsimile transmission.</p> <p>Applicants should allow sufficient time to ensure timely receipt of the proposal by Commerce. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault at Commerce sole determination. Requests for deadline extensions will not be granted. All proposals and any accompanying documentation become the property of Commerce and will not be returned.</p> <p>Submit one electronic copy to the following Commerce contact person: Gary Idleburg, Senior Planner, gary.idleburg@commerce.wa.gov</p>
<p>June 29, 2020</p>	<p>Announcement of projects selected.</p>
<p>July 13, 2020</p>	<p>Grant contracts executed.</p>
<p>June 30, 2021</p>	<p>Project must be complete and grant funds expended.</p>



Program Policies

1. Commerce anticipates awarding a total of five (5) grants in the amount of \$20,000 each.
2. Grant funds will be distributed on a reimbursement basis, with 10% withheld and until project is complete and project deliverables have been received and verified by Commerce.
3. All project activities must be completed, grant funds utilized, by June 30, 2021. Commerce reserves the right to require amendments to the project scope and deliverables following notification of a successful application.

I. Applicant Information

Applicant Name	
Statewide Vendor Number	
Jurisdiction Type	<input type="checkbox"/> County <input type="checkbox"/> City
Contact Name	
Contact Title	
Mailing Address	
City, State Zip	
Contact Phone	
Contact Email	
Letter of Support	<i>Please attach a letter of support signed by the chief elected official of the city, town, or county making the application.</i>



II. Project Description	
Project Title	
Which project option is proposed to be completed? <ol style="list-style-type: none">1. Amendment to a comprehensive plan that integrates climate change goals, objectives and policies into GMA required elements.2. Development of a climate change mitigation and/or adaptation plan that is part of a comprehensive plan.3. Development of separate climate change chapter for a GMA comprehensive plan.	
Brief Project Description	



<p>Scope of Work Timeline and Deliverables</p>	<p><i>Please attach a project plan identifying the tasks and milestones for the project.</i></p> <ul style="list-style-type: none"> • <i>Identify the project tasks and milestones.</i> • <i>Identify the projected completion date of each project task. The project timeline must show completion of the project by June 30, 2021.</i> • <i>Identify the project deliverables that will be completed and submitted to Commerce. Please explain how the deliverables will show successful project completion.</i> • <i>Budget that identifies deliverables and costs, see example. (Final deliverable must be at least 90% of total contract amount.)</i>
<p>Describe how the proposal is consistent with the locally adopted comprehensive plan and the regional economic development strategy.</p>	
<p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Application Pending </p>	

III. Supplemental Information

Applicants are encouraged to submit supplemental information to demonstrate how their project is consistent with the evaluation criteria. This may include, but is not limited to, maps, a detailed scope of work with project costs, a proposed work plan, letters of support, and additional background information about the impacts from climate change on the jurisdiction. The application and supplemental materials shall not exceed fifteen (15) pages.

Commerce Staff Contact:
 Gary Idleburg
Senior Planner, Growth Management Services
 Cell: 360.481.1398
 gary.idleburg@commerce.wa.gov

File Attachments for Item:

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



WASHINGTON STATE
ARTS COMMISSION



STATE OF WASHINGTON

WASHINGTON STATE ARTS COMMISSION

711 Capitol Way S, Suite 600, PO Box 42675 Olympia, WA 98504-2675
(360) 753-3860 • FAX (360) 586-5351

June 5, 2020

John Millard
City of Tenino
PO Box 4019
149 Hodgden Street S.
Tenino WA 98589

Dear Mr. Millard:

We are pleased to let you know that the City of Tenino's application for Creative District certification in Tenino has been approved. Our review panel thought your application was compelling, and unanimously voted to grant your request. Congratulations on becoming the newest Creative District in Washington State!

We are excited to begin this process with your community, and are looking forward to supporting your success.

Best regards,

A handwritten signature in blue ink that reads "Annette M. Roth".

Annette M. Roth
Creative Districts Program Manager
Washington State Arts Commission
711 Capital Way South, Suite 600
Olympia, WA 98504
(360) 586-8098

Cc: Karen Hanan, Executive Director

File Attachments for Item:

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

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

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

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

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

City of Tenino

Washington

149 Hodgen Street South PO Box 4019 Tenino, WA 98589 (360) 264-2368

**HIDDEN MEADOW FINAL PLAT
PSD 2017-0001**
STAFF REPORT: DAN PENROSE, CITY PLANNER
JUNE 6, 2020

- OWNER:** Rainier Equity Ventures LLC
PO Box 627, Rainier, WA 98576
- APPLICANT:** Doug Bloom, Rainer Equity Ventures (previously Rainier General Development)
- REQUEST:** **Final Plat** approval for Hidden Meadow Subdivision, a 30-lot residential subdivision with two open-space tracts and a critical areas tract.

STAFF RECOMMENDATION PSD2017-0001

Staff recommends that the City Council **APPROVE Final Plat PSD2017-0001** for a 30-lot subdivision, based upon finding that the request meets all applicable standards set forth in the Tenino Municipal Code and has met each of the conditions set forth in Preliminary Plat approval:

1. The applicant has demonstrated the stormwater facilities contain all runoff on-site.
2. The site development permit includes a final drainage report with a site plan and basin map showing the location and size of the proposed stormwater infrastructure, existing stormwater flows, and overflow routes.
3. The site development permit application includes a Stormwater Pollution Prevention Plan (SWPPP), erosion control plan, and operations and maintenance documentation.
4. The applicant has shown the required separation is being met for the bioretention swale.
5. The applicant has provided a performance bond for the required fire hydrants consistent with the Fire Marshal’s requirements.
6. A note has been placed on the plat indicating school impact fees must be paid prior to issuing building permits. Pursuant to RCW 82.02.050, if the developer has an agreement recorded with the city, payment of school impact fees may be deferred to a later date.
7. The applicant has provided a performance bond for the required open space recreational equipment such as a playground or sport court.

8. The site development permit shows the location of park and open space improvements on the civil drawings.
9. A note has been placed on the final plat prohibiting any development within Scatter Creek’s shoreline environment.
10. Adequate provisions for protecting wetlands, as laid out by the applicant’s wetland professional, shall be recorded with the Thurston County Auditor.
11. The applicant has provided a performance bond to ensure replacement of the two oaks on a 3:1 basis. The replacement oaks shall be placed in the open space tract.
12. A note has been placed on the final plat indicating the presence of critical wildlife habitat (Oregon white oaks).
13. An IPMP has been prepared and approved by Thurston County Environmental Health, and the Plan must identify the method for informing future property owners of the requirements.
14. A note has been placed on the final plat indicating the site is within a critical aquifer recharge area.
15. The applicant obtained a site development permit prior to any land disturbing activities.
16. The applicant has provided a performance bond for the required frontage improvements along Old Highway 99 the full frontage of the property.
17. The Final Plat includes adequate provisions for ownership and maintenance of the common areas as recorded with the Thurston County Auditor. Such provisions address ownership, right of use, responsibility for maintenance, remedies in the event any of the responsible parties fail to perform, and procedures for modification or vacation of easements or tracts and associated facilities not required as a condition of the land division approval. The documents shall also include an adequate funding mechanism for those areas/facilities requiring regular maintenance.
18. The Final Plat includes adequate provisions for ownership and maintenance of the stormwater facilities as recorded with the Thurston County Auditor. Such provisions address ownership, right of use, responsibility for maintenance, remedies in the event any of the responsible parties fail to perform. The documents shall also include an adequate funding mechanism for those areas/facilities requiring regular maintenance.

BACKGROUND

SITE DESCRIPTION

Property Location: 16312 OLD HWY 99 SE
Parcel Number: 12625110300
Zoning: Single Family (SF)
Property Size: 6.861 acres

PROPOSAL

The applicant has subdivided the property into 30 single-family residential lots with two open space tracts and a critical areas tract. A new street that intersects with Old Highway 99 has been established and terminates in a temporary cul-de-sac, allowing for future extension if needed. The property lies in proximity to Scatter Creek, and portions of the property are within the shoreline environment, the 150-foot wetland buffer, and the 150-foot stream buffer. Neither Scatter Creek or its associated wetlands are located on the property itself.

NOTIFICATION AND PUBLIC COMMENT

The applicant submitted a Land Use Application to the City of Tenino on June 15, 2017. A notice of application for the request for preliminary subdivision approval was mailed to all property owners within 300 feet of the subject property on June 26, 2017 and was also published on site and in the July 5, 2018 edition of the Tenino Independent. SEPA Notice was given on January 19, 2018 and the City issued a SEPA Determination of Nonsignificance (DNS) on January 19, 2018. The SEPA comment period closed on February 2, 2018.

A Public Hearing was held before the Planning Commission on February 14, 2018 and March 14, 2018 and the Planning Commission approved the proposal on March 14, 2018.

On March 27, 2018 the City Council approved the Preliminary Plat to permit a 30-unit subdivision with 18 conditions of approval.

FINDINGS FOR APPROVAL OF A FINAL PLAT

Tenino Municipal Code 114.40.060 gives the city council the full authority to approve final plats, replats, alterations, or amendments. The community development department has reviewed the application for a proposed final plat **and is satisfied that the following conditions exist:**

- A. The final plat, replat, alteration, or amendment meets all standards established by state law and this title relating to final plats;
- B. The proposed final plat, replat, alteration, or amendment bears the certificates and statements of approval required by this title and state law;
- C. The final plat conforms to the content requirements of 114.40.050;
- D. Required improvements pursuant to Chapter 114.50 have been installed or bonded for same
- E. The requirements of preliminary plat have been verified as completed/bonded as required and provided to the council as a written staff report;
- F. A title insurance report that confirms the title of the land in the proposed subdivision is vested in the name of all persons whose consent is necessary to dedicate streets and other easements shown upon the map and whose signatures appear on the plat's certificate not older than 60 days at time of filing for final plat showing the names;
- G. City engineer/community development. The facilities and improvements required to be provided by the developer have been completed or, alternatively, that the developer has provided a performance bond, or cash deposit in lieu thereof, or other security commonly used by banking and lending institutions; provided further that the bond, cash deposit, or other security, as hereinabove required, shall be filed with the city clerk/treasurer and shall be in a form acceptable to the city and in an amount of 125 percent of costs and with sureties commensurate with improvements remaining to be completed and securing to the city the construction and installation of the improvements within a fixed time as set by the council, pursuant to Chapter 100.30.120, security mechanisms.

ORDINANCE 912

AN ORDINANCE OF THE CITY OF TENINO GRANTING APPROVAL OF FINAL PLAT PSD2017-0001, HIDDEN MEADOW, A 30-UNIT SUBDIVISION

WHEREAS, the City Council of the City of Tenino duly adopted Ordinance 877, granting Mr. Doug Bloom, Rainier General Development, approval of Conditional Use Permit CUP 2018-001 and Preliminary Plat PSD2017-0001, Hidden Meadow, for a 30-unit subdivision at a Regular Meeting of the Tenino City Council on May 23, 2018; and

WHEREAS, Mr Bloom has revegetated the disturbed areas of Scattercreek with native or pre-existing species and returned the site to a pre-development elevation and condition as required by the Conditional Use Permit CUP-2018-001; and

WHEREAS, the City Council of the City of Tenino finds the Final Plat meets all standards established by state law and Title 114 of the Tenino Municipal Code; and

WHEREAS, the City Council of the City of Tenino finds that the final plat bears the certificates and statements of approval required by this title and state law; and

WHEREAS, the final plat conforms to the content requirements of TMC § 114.50.050; and

WHEREAS, the required improvements pursuant to TMC § 114.50 have been installed or bonded for same; and

WHEREAS, the facilities and improvements required to be provided by the developer have been completed or, alternatively, that the developer has provided a performance bond, or cash in lieu thereof, or other security commonly used by banking and lending institutions; provided further that the bond, cash deposit, or other security has been filed with the City Clerk/Treasurer in a form acceptable to the city and in an amount of 125% of costs and with sureties commensurate with improvements remaining to be completed and securing to the city the construction and installation of the improvements within a fixed time as set by the council, pursuant to § 100.30.120;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON:

Section I. The final plat of the Hidden Meadow Subdivision is consistent with the Tenino Municipal Code and is ready for the signature of the Mayor of Tenino.

- a. It conforms to all terms of preliminary plat approval.
- b. The bond, by its essential terms, ensures completion of improvements.

ORDINANCE 912

Section 2. Due to exigent circumstances in the form of the COVID-19 pandemic, a second reading of this ordinance is waived.

Section 3. This ordinance shall take effect five days after publication as required by law.

ADOPTED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting this 9th day of May, 2020.

Wayne Fournier, Mayor

ATTEST:

APPROVED AS TO FORM:

John C. Millard, Clerk/Treasurer

Richard L. Hughes, City Attorney

HIDDEN MEADOW

(CITY OF TENINO NO. PSD2017-0001)
A PORTION OF THE NE 1/4 OF THE NE 1/4
SECTION 25, TOWNSHIP 16 NORTH, RANGE 2 WEST, W.M.

ORIGINAL LEGAL DESCRIPTION

TAX PARCEL: 12625110300
THAT PORTION OF THE EAST 10 ACRES OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 25, TOWNSHIP 16 NORTH, RANGE 2 WEST, W.M./ LYING SOUTHERLY OF COUNTY ROAD KNOWN AS PACIFIC HIGHWAY AND ALSO KNOWN AS TENINO-GRAND MOUND ROAD, IN THURSTON COUNTY, WASHINGTON.

DEDICATION

KNOW ALL PEOPLE BY THESE PRESENT THAT RAINIER EQUITY VENTURES LLC, A WASHINGTON LIMITED LIABILITY COMPANY, THE UNDERSIGNED OWNER IN FEE SIMPLE OF THE LAND HEREBY PLATTED, HEREBY DECLARES THIS PLAT AND DEDICATES TO THE USE OF THE PUBLIC FOREVER ALL STREETS, AVENUES, PLACES, AND SANITARY SEWER EASEMENTS AND STORM DRAINAGE EASEMENTS OR WHATEVER PUBLIC PROPERTY THERE IS SHOWN ON THE PLAT AND THE USE THEREOF FOR ANY AND ALL PUBLIC PURPOSES. ALSO, THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS, BLOCKS, TRACTS, ETC. SHOWN ON THIS PLAT IN THE REASONABLE ORIGINAL GRADING OF ALL THE STREETS, AVENUES, PLACES, ETC., SHOWN HEREON. ALSO, THE RIGHT TO DRAIN ALL STREETS OVER AND ACROSS ANY LOT OR LOTS WHERE WATER MIGHT TAKE A NATURAL COURSE AFTER THE STREET OR STREETS ARE GRADED. ALSO, ALL CLAIMS FOR DAMAGE AGAINST ANY GOVERNMENTAL AUTHORITY ARE WAIVED WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROADS.

EASEMENTS ARE HEREBY GRANTED FOR THE INSTALLATION, INSPECTION, AND MAINTENANCE OF UTILITIES AND DRAINAGE FACILITIES AS DELINEATED ON THE PLAT, INCLUDING UNRESTRICTED ACCESS FOR CITY OF TENINO STAFF TO ANY AND ALL STORM WATER SYSTEM FEATURES FOR THE PURPOSE OF ROUTINE INSPECTIONS AND/OR PERFORMING MAINTENANCE, REPAIR, AND/OR RETROFIT AS MAY BECOME NECESSARY. NO ENCROACHMENT WILL BE PLACED WITHIN THE EASEMENTS SHOWN ON THE PLAT WHICH MAY DAMAGE OR INTERFERE WITH THE INSTALLATION, INSPECTION, AND MAINTENANCE OF UTILITIES.

COVENANTS, CONDITIONS AND RESTRICTIONS ARE HEREBY IMPOSED UPON THE ENTIRE TRACT OF LAND HEREBY PLATTED AS SAME ARE RECORDED UNDER THURSTON COUNTY AUDITOR'S FILE NUMBER _____.

IN WITNESS WHEREOF I HAVE SET MY HAND THIS _____ DAY OF _____, 2020.

DOUGLAS R. BLOOM, PRESIDENT

ACKNOWLEDGMENT

STATE OF WASHINGTON
COUNTY OF THURSTON S.S.

I CERTIFY THAT I KNOW OR HAVE SATISFACTORY EVIDENCE THAT DOUGLAS R. BLOOM IS THE PERSON WHO APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT HE SIGNED THIS INSTRUMENT AND ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT, AS PRESIDENT OF RAINIER EQUITY VENTURES, LLC, TO BE HIS FREE AND VOLUNTARY ACT FOR THE USES AND PURPOSES MENTIONED IN THE INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL THIS _____ DAY OF _____, 2020.

NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON RESIDING IN THE CITY
OF _____
MY COMMISSION EXPIRES _____.

CITY COUNCIL

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2020.

MAYOR, CITY OF TENINO

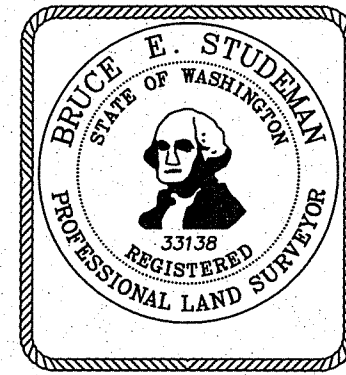
CLERK-TREASURER, CITY OF TENINO

BRACY & THOMAS

LAND SURVEYORS
1520 IRVING ST. SW, SUITE B
TUMWATER, WASHINGTON 98512
(360) 357-5593

SURVEYOR'S CERTIFICATE

I, BRUCE E. STUDEMAN, HEREBY CERTIFY THAT THIS PLAT OF HIDDEN MEADOW IS BASED UPON AN ACTUAL SUBDIVISION OF SECTION 25, TOWNSHIP 16 NORTH, RANGE 2 WEST, WILLAMETTE MERIDIAN, THAT THE COURSES AND DISTANCES SHOWN HEREON ARE CORRECT, THAT THE MONUMENTS HAVE BEEN SET, AND THAT THE LOT AND TRACT CORNERS HAVE BEEN STAKED ON THE GROUND WITH WITH 1/2" REBAR WITH PLASTIC SURVEYOR'S IDENTIFICATION CAP.



BRUCE E. STUDEMAN
REGISTERED LAND SURVEYOR
CERTIFICATE NUMBER 33138
DATE: _____

APPROVALS

CITY ENGINEER

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2020.

CITY OF TENINO ENGINEER

FIRE MARSHAL

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2020.

THURSTON COUNTY FIRE DISTRICT 12 FIRE MARSHAL DATE _____

CITY CLERK-TREASURER

I HEREBY CERTIFY THAT ALL LOCAL IMPROVEMENT DISTRICT ASSESSMENTS ON THE LAND DESCRIBED HAVE BEEN FULLY PAID AND TO AND INCLUDING YEAR 2020.

CLERK-TREASURER, CITY OF TENINO

COMMUNITY DEVELOPMENT DEPARTMENT

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2020.

PLANNING MANAGER/DESIGNEE

PUBLIC WORKS DIRECTOR

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2020.

PUBLIC WORKS DIRECTOR

THURSTON COUNTY ASSESSOR

EXAMINED AND APPROVED THIS _____ DAY OF _____, 2020.

THURSTON COUNTY ASSESSOR

THURSTON COUNTY TREASURER

I HEREBY CERTIFY THAT ALL TAXES ON THE LAND DESCRIBED HEREON HAVE BEEN FULLY PAID TO AND INCLUDING THE YEAR 20____. (12625110300)

THURSTON COUNTY TREASURER DATE _____

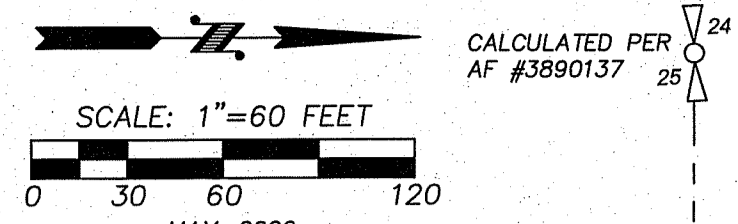
AUDITOR'S CERTIFICATE

FILED FOR RECORD AT THE REQUEST OF DOUG BLOOM THIS _____ DAY OF _____, A.D., 20____, AT _____ MINUTES PAST _____ O'CLOCK _____ M., AND RECORDED UNDER AUDITOR'S FILE NO. _____, RECORDS OF THURSTON COUNTY, WASHINGTON.

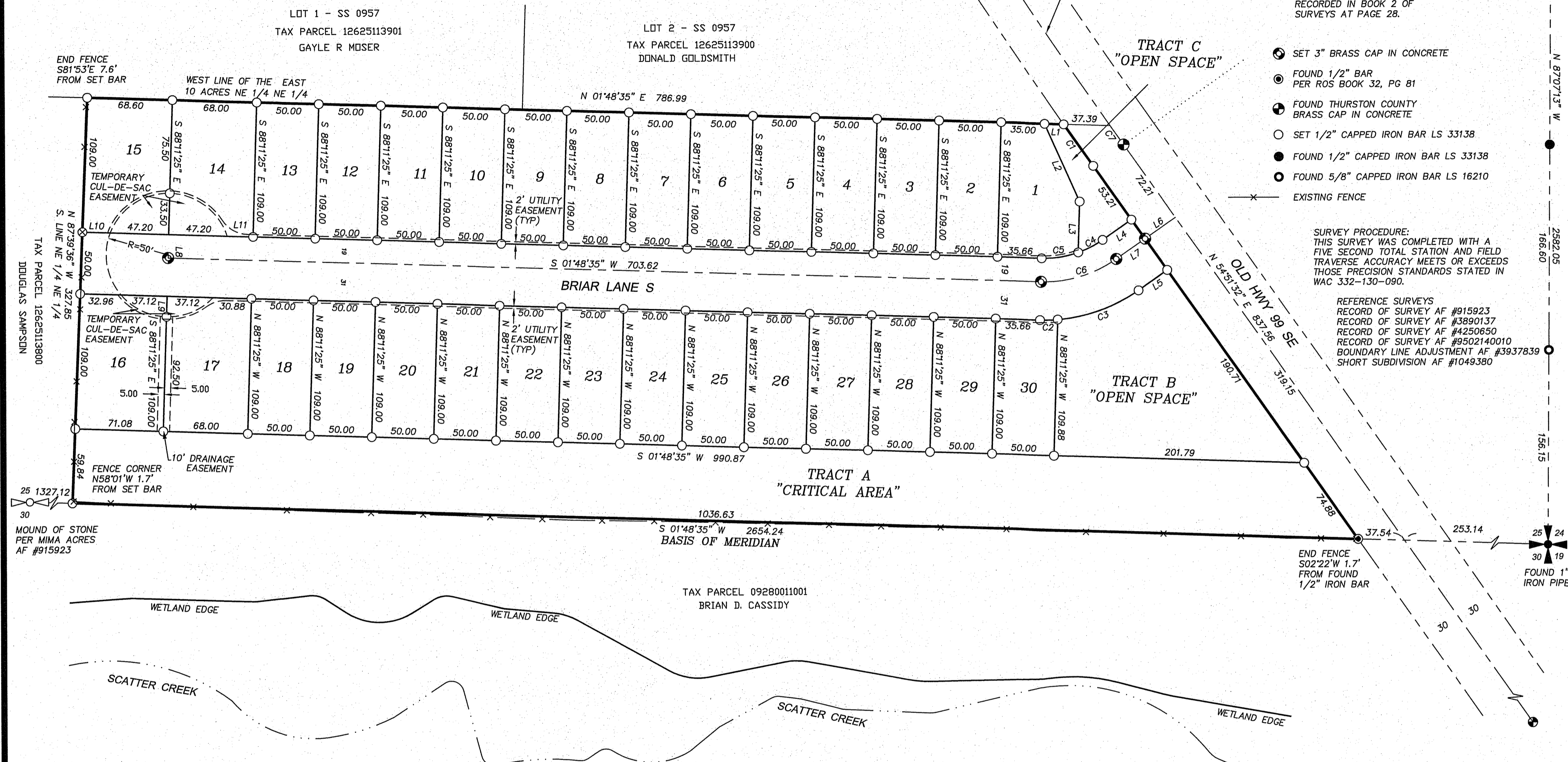
THURSTON COUNTY AUDITOR

BT 12373A

(CITY OF TENINO NO. PSD2017-0001)
 A PORTION OF THE NE 1/4 OF THE NE 1/4
 SECTION 25, TOWNSHIP 16 NORTH, RANGE 2 WEST, W.M.



CALCULATED PER AF #3890137
 SCALE: 1"=60 FEET
 MAY, 2020
 12373ALP.DWG
 BASIS OF MERIDIAN:
 EAST LINE OF SECTION 25,
 S01°48'35"W PER THE
 PLAT OF MIMA ACRES AS
 RECORDED IN BOOK 2 OF
 SURVEYS AT PAGE 28.



- SET 3" BRASS CAP IN CONCRETE
- FOUND 1/2" BAR PER ROS BOOK 32, PG 81
- FOUND THURSTON COUNTY BRASS CAP IN CONCRETE
- SET 1/2" CAPPED IRON BAR LS 33138
- FOUND 1/2" CAPPED IRON BAR LS 33138
- FOUND 5/8" CAPPED IRON BAR LS 16210
- ✕ EXISTING FENCE

SURVEY PROCEDURE:
 THIS SURVEY WAS COMPLETED WITH A FIVE SECOND TOTAL STATION AND FIELD TRAVERSE ACCURACY MEETS OR EXCEEDS THOSE PRECISION STANDARDS STATED IN WAC 332-130-090.

REFERENCE SURVEYS
 RECORD OF SURVEY AF #915923
 RECORD OF SURVEY AF #3890137
 RECORD OF SURVEY AF #4250650
 RECORD OF SURVEY AF #9502140010
 BOUNDARY LINE ADJUSTMENT AF #3937839
 SHORT SUBDIVISION AF #1049380

CURVE TABLE

NO	DELTA	RADIUS	LENGTH
C1	0°24'40"	5760.00	41.32
C2	6°17'14"	131.00	14.37
C3	30°39'30"	131.00	70.10
C4	15°42'43"	81.00	22.21
C5	21°14'01"	81.00	30.02
C6	30°39'30"	100.00	53.51
C7	0°11'18"	5730.00	18.85

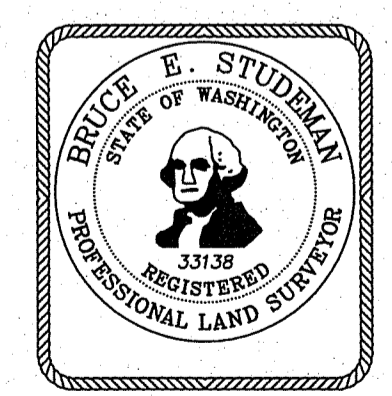
LINE TABLE

NO.	BEARING	DISTANCE
L1	N 01°48'35" E	15.38
L2	N 66°05'21" E	69.13
L3	S 88°11'25" E	41.22
L4	S 35°08'09" E	28.45
L5	S 35°08'09" E	28.46
L6	S 35°08'09" E	30.00
L7	S 35°08'09" E	28.46
L8	N 88°47'10" W	2.50
L9	S 88°11'25" E	16.50
L10	S 01°48'35" W	22.41
L11	N 01°48'35" E	20.80

ADDRESSES	AREA	ADDRESSES	AREA
LOT 1 319 BRIAR LANE S, TENINO, WA 98589	6,098 sf / 0.14 ac	LOT 18 368 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 2 323 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 19 364 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 3 327 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 20 360 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 4 331 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 21 356 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 5 335 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 22 352 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 6 339 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 23 348 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 7 343 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 24 344 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 8 347 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 25 340 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 9 351 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 26 336 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 10 355 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 27 332 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 11 359 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 28 328 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 12 363 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 29 324 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac
LOT 13 367 BRIAR LANE S, TENINO, WA 98589	5,450 sf / 0.13 ac	LOT 30 320 BRIAR LANE S, TENINO, WA 98589	5,454 sf / 0.13 ac
LOT 14 371 BRIAR LANE S, TENINO, WA 98589	7,412 sf / 0.17 ac	TRACT A 16310 OLD HWY 99 SE, TENINO, WA 98589	60,654 sf / 1.39 ac
LOT 15 381 BRIAR LANE S, TENINO, WA 98589	7,533 sf / 0.17 ac	TRACT B 16312 OLD HWY 99 SE, TENINO, WA 98589	19,684 sf / 0.45 ac
LOT 16 382 BRIAR LANE S, TENINO, WA 98589	7,693 sf / 0.18 ac	TRACT C 309 BRIAR LANE S, TENINO, WA 98589	2,609sf / 0.06 ac
LOT 17 372 BRIAR LANE S, TENINO, WA 98589	7,412 sf / 0.17 ac		

PLAT NOTES

1. SCHOOL IMPACT FEES MUST BE PAID PRIOR TO ISSUING BUILDING PERMITS.
2. ANY DEVELOPMENT WITHIN SCATTER CREEK'S SHORELINE ENVIRONMENT IS PROHIBITED.
3. CRITICAL WILDLIFE HABITAT (OREGON WHITE OAKS) ARE PRESENT WITHIN THE SUBDIVISION.
4. THIS DEVELOPMENT IS WITHIN A CRITICAL AQUIFER RECHARGE AREA.
5. TRACTS A, B AND C ARE BEING DEDICATED TO THE HIDDEN MEADOW HOMEOWNERS ASSOCIATION



BRACY & THOMAS
 LAND SURVEYORS
 1520 IRVING ST. SW, SUITE B
 TUMWATER, WASHINGTON 98512
 (360) 357-5593

File Attachments for Item:

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

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

**City Council Meeting
Tuesday, March 10, 2020**

Minutes

WORK SESSION

Work session cancelled.

CALL TO ORDER

Mayor Pro Tem Gotovac called the meeting to order at 7:30 pm. Mayor Fournier is absent.

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 to approve the agenda as presented.

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

APPROVAL OF MINUTES

See vouchers

1. Minutes of the February 25, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the minutes of the February 25, 2020, Regular Meeting of the Tenino City Council as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve the minutes of the February 25, 2020 meeting.

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

CONSENT CALENDAR

2. Payroll and other EFT's in the amount of \$28,043.55 and Claims Checks #28940 through #28983 in the amount of \$40,013.96 for a Grand Total of \$68,057.51.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve the March 10, 2020 vouchers consisting of payroll EFT's in the amount of \$28,043.55 and claim checks #28940 through #28983 in the amount of \$40,013.96 for a grand total of \$68,057.51.

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

3. New Licenses: None

Renewals: None

EXECUTIVE SESSION

None

PRESENTATIONS

4. Ms. Linda McKinnie, Branch Manager of the Tenino Branch of the Timberland Regional Library, will present information to the Council and Public about the 2020 Census.

5. Ms. Kimi Dana, Society for Creative Anarchism, will present information on the 2020 Mayfaire Festival.

Did not appear

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

OLD BUSINESS

6. The City Engineer has completed the plan to extend sewer and water lines to the Ag Park properties and requires Council Approval to begin the bidding process. He is also developing an amendment to the Scope of Work to provide for construction management and inspection.

Recommended Action: Move to authorize the City Engineer to begin the bidding process.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to authorize the City Engineer to begin the bidding process.

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

7. Gibbs & Olsen has prepared an amendment to the Scope of Work for the Quarry House Renovation to cover construction management and inspection.

Recommended action: Move to authorize Mayor Fournier to sign the amended Scope of Work as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to authorize Mayor Fournier to sign the amended Scope of Work as presented.

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

NEW BUSINESS

None

RESOLUTIONS

None

ORDINANCES

None

REPORTS

8. 1) Tenino Chamber of Commerce
 - 2) Thurston Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) South Thurston Fire & EMS (District #12)
 - 5) Tenino Branch, Timberland Regional Library: Linda reported that they have removed all children's toys in the Library for the time being due to virus'. None of their programs have been cancelled. Please check facebook, online website calendar for any upcoming programs.
 - 6) Tenino Depot Museum: Councilmember O'Callahan reported that Jessica Rush Reeves has obtained a few grants for the Museum for some updates they would like to make. At this time the Museum is open limited hours so please sign up on their facebook page or website.
9. 1) ARCH Commission
 - 2) Civil Service Commission
 - 3) Planning Commission
 - 4) Facade Improvement Grant Review Committee
 - 5) Finance Committee
 - 6) Public Safety Committee
 - 4) Facade Improvement Grant Review Committee: Mayor Pro-Tem Gotovac advised a grant was awarded to the owners of the Lady of the Lake Rest. who purchased the mini mall for some continued updates.
10. 1) Chief of Police: Chief Swain presented a plaque between the Police Dept and Dept of Corrections who have had an office in the PD since 1994 for check in. The parole officers have been a big help in the some of the PD's investigations. He attended Command School in Walla Walla this past week. Officer Garcia read to 10 different classes between the Elementary and Parkside Schools. His next coffee with the Chief will be this Saturday beginning at 11 at Western

Coffee House. The Reserve academy will start in June and the Citizens academy will begin in May. He will double check but does believe the National Night Out will be held on August 4th. He also requested from Council that they push for a contract between the City and Joint Animal Control services.

2) Director of Public Works

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

11. 1) Bucoda/Tenino Healthy Action Team (BTHAT): Linda McKinnies reported that a movie will be held at the High School on April 1st starting at 6:30 pm featuring Scream Agers 2 which provides information on mental health issues.

2) Community Investment Partnership (CIP): Councilmember Watterson reported they are having a meeting this week and that the name will be changing to HHSC. They will be calling for RFP's for the monies available.

3) Solid Waste Advisory Board: Councilmember Watterson reported that they will be updating the solid waste plan as well as the bylaw changes.

4) TCOMM/911: Chief Swain requested the Council pass a resolution for a seat on the board. He feels this is important for City.

5) Tenino School Board: Councilmember Davidson reported that the auction raised nearly \$38,000.00 for the upkeep of the schools and that all tickets were sold out.

6) Thurston Regional PLanning Council (TRPC): Councilmember Watterson reported they are working on the I5 corridor studies.

7) South Thurston Economic Development Initiative (STEDI)

8) Transportation Policy Board

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

None

ADJOURNMENT

Mayor Pro Tempore Gotovac Adjourned the meeting at 8:18 pm

File Attachments for Item:

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

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

City Council Meeting Tuesday, April 14, 2020

Minutes

WORK SESSION

Admin Note: This meeting was the first Open Public Meeting conducted under the authority of Governor Inslee's Proclamation 20-28, dated March 24, 2020, as amplified by the Washington State Attorney General's Office Opinion, dated March 26, 2020, and conducted "virtually" via remote meeting software.

Mayor Fournier called the Work Session to order at 7:00 pm.

PRESENT

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

Mayor Fournier adjourned the Work Session at 7:17 pm

1. **Remote Meetings.** City Attorney Hughes cautions us that the items that can be on a virtual meeting agenda are limited and so that any items that can wait until later, should be deferred until after the emergency has concluded.

The two attached documents provide guidance as to how we can manage agenda items during the COVID-19 emergency. Agenda items that are both "necessary" and "routine" (such as voucher approval) should be included; those items that are necessary, but not routine (such as an Ordinance that changes Park Rules), or those items that are routine, but not necessary (like staff reports), should be omitted.

For these reasons, the draft agenda published on Thursday, April 9, 2020, has been amended to conform with the guidance provided.

2. **Electronic Signature Policy.** In doing the research necessary to advise his Municipal Clients regarding their responses to the COVID-19 emergency, City Attorney Hughes advises that the City should adopt an Electronic Signature Policy.

Proposed Resolution 2020-02 would adopt such a policy, protecting the City's interests while conducting business using modern document technologies.

3. **Emergency Procedures.** The COVID-19 emergency has highlighted the need to update our Financial and Personnel Policies in regard to paying City Employees during a health-related emergency that precludes employees from reporting to work, even though those employees may be ready, willing, and able to work.

Proposed Ordinance 906 would give the Mayor the authority to continue to pay City Employees who would otherwise report to work but for a "stay at home" order the full amount of their regular pay. This proposed ordinance has been reviewed and includes the changes suggested by City Attorney Hughes.

CALL TO ORDER

Mayor Fournier Called the Meeting to Order at 7:30 pm.

PRESENT

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

AGENDA APPROVAL

4. Proposed agenda for the April 14, 2020, regular meeting of the Tenino City Council.

Recommended action: Move to approve the proposed agenda for the April 14, 2020, regular meeting of the Tenino City Council as presented.

Motion made by Councilmember Gotovac, Seconded by Councilmember Davidson.

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

Motion passes.

APPROVAL OF MINUTES

Approval of minutes for the March 10, 2020 Regular Meeting of the Tenino City Council is deferred until the COVID-19 emergency has ended.

CONSENT CALENDAR

Motion to approve the consent calendar as presented made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

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

Motion passes.

5. Payroll and other EFT's in the amount of \$84,399.06, and Claims Checks #29011 through #29064 in the amount of \$65,779.03 for a Grand Total of \$150,178.09.
6. New Licenses: None

Renewals: None

EXECUTIVE SESSION - None

PRESENTATIONS

A scheduled presentation by Timberland Regional Library District was deferred until the COVID-19 emergency has ended.

PUBLIC COMMENTS

Ms. Linda McKinnie, in her capacity as a Private Citizen, reminded everyone that even though the Tenino Branch of the Timberland Regional Library is closed for the duration of the COVID-19 emergency, there are many online programs available that can be accessed from the Library's Facebook page.

PUBLIC HEARING - None

PROCLAMATIONS

A Proclamation related to National Bike Month was deferred until the COVID-19 emergency has ended.

OLD BUSINESS

7. **Special Market Conditions.** Mr. Don Bowman, lead volunteer for the Caboose Restoration Project, identified a cast iron caboose stove of the exact type originally used in Caboose X549 on an on-line auction site in the amount of \$600. He asked the City if he could make the purchase on a reimbursable basis and, because there was only a single stove meeting the exact specification available, and because the price was reasonable, and because the opportunity to make such an acquisition at any price may not present itself in the future, the Administration approved the purchase.

Recommended action: Move to declare the existence of "special market conditions" and to ratify the purchase of the caboose stove as part of the restoration project.

Motion made by Councilmember Watterson, Seconded by Councilmember Lawton.

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

Motion passes.

8. **Contract Amendment.** Gibbs & Olson has proposed an amendment to our standing Engineering Services Agreement to authorized them to provide both Bid Phase and Construction Management Phase Engineering Services for the extension of the City's sewer and water infrastructure to the Ag Park. City Attorney Hughes is still reviewing.

Recommended action: Move to authorize Mayor Fournier signing the amendment, provided that any issues identified by City Attorney Hughes are addressed to his satisfaction.

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

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

Motion passes.

9. **Contract Award.** The Invitation to Bid for the extension of the City's sewer and water infrastructure to the site of the future SW WA Agriculture & Innovation Park yielded 13 bids. The bids were opened during an open public meeting conducted via "GoToMeeting" and the apparent low bidder was Barcott Construction, LLC. The City Engineer reviewed all documents submitted in the bid and concluded that "Barcott's bid is the low bid submitted and is properly filled out, including signatures, and is deemed to be responsive." He also verified that Barcott Construction is in good standing with the State of Washington and recommends they be awarded the contract. Please see attached Bid Tabulation and Award Recommendation.

Recommended Action: Move to approve Mayor Fournier entering into a contract with Barcott Construction for the extension of the City's sewer and water infrastructure to the future site of the SW WA Agriculture and Innovation Park, provided that such contract is first approved by the City Attorney.

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.

NEW BUSINESS

10. **Proposed Ordinance 906** would give the Mayor the authority to continue to pay City Employees who would otherwise report to work but for a "stay at home" order the full amount of their regular pay. This proposed ordinance has been reviewed and includes the changes suggested by City Attorney Hughes.

Recommended action: Move to accept as the first reading Proposed Ordinance 906 as presented.

RESOLUTIONS

11. **Proposed Resolution 2020-02** would adopt an Electronic Signature Policy that would protect the City's interests while conducting business using modern document technologies.

Recommended action: Move to approve Resolution 2020-02 as presented.

ORDINANCES - None

REPORTS

12. Because "Reports" are not necessary, as defined in the AGO's Opinion of March 26, 2020, they are included only for the purpose of providing access as part of the City's efforts to make public records as accessible as possible.

PUBLIC COMMENTS 2

ANNOUNCEMENTS

C/T Millard explained the situation within the Washington Municipal Clerks Association where the regularly assigned treasurer is out with COVID-19, leaving the association without the ability to pay its bills. Particularly troublesome are the contracts that must be paid for the Association's 50th Anniversary Conference that has been postponed due to the COVID-19 emergency. The Association has requested that Tenino (because of C/T Millard's membership in the Association and position on the Association's Finance Committee) pay several such contractors in the approximate amount of \$23,000.00, for which the Association will reimburse the City upon the return of the Association's regularly assigned Treasurer). All members of the Council gave their approval for this action.

13. Thursday, April 23, 2020, is the second annual #LibraryGivingDay across the nation. The Timberland Regional Library asks that those who are able please consider a donation to the District so that they may continue to expand their digital offerings.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 7:53 pm.

8.

File Attachments for Item:

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

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

**City Council Meeting
Tuesday, April 28, 2020**

Minutes

WORK SESSION

Mayor Fournier brought the Work Session to order at 7:00 pm

PRESENT

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

1. The Administration proposes to create a grant program to provide relief to both individual Citizens of Tenino and Tenino business owners similar to the original Tenino Wooden Money program of the 1930's.

The grant would only be available to those who are responsible for paying a City of Tenino water or sewer utility account and who can prove the need is related to the COVID-19 emergency. The grant may only be redeemed at businesses within the Tenino City Limits who agree to participate in the program.

Proposed Ordinance 910 provides details.

Much discussion was held on this matter

2. The Administration proposes to suspend the provisions of the Facade Improvement Grant Program in favor of a one-time grant of \$5000.00 to the Tenino Community Service Center in support of Tenino Food Bank Plus.

Proposed Ordinance 911 provides details.

CALL TO ORDER

Mayor Fournier called the regular Council meeting of 4/28 to order at 7:30 pm

PRESENT

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

AGENDA APPROVAL

3. Agenda for the "virtual" April 28, 2020, Regular Meeting of the Tenino City Council.

Recommended Action: Move to approve the agenda for the "virtual" April 28, 2020, Regular Meeting of the Tenino City Council, as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to approve the agenda as written.

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

Motion passes 5/0

APPROVAL OF MINUTES

4. March 10, 2020: Deferred
5. April 14, 2020: Deferred

CONSENT CALENDAR

6. Payroll EFT's in the amount of \$21,420.97, and Claims Checks #29067 through #29089 and other EFT's in the amount of \$39,800.73, for a Grand Total of \$61,221.70.

Recommended action: Move to approve the April 28, 2020 vouchers and other claims as presented, in the total amount of \$61,221.70.

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

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

Motion passes 5/0.

7. Liquor and Cannabis Licenses: None

ORDINANCES

8. Ordinance 910 would create the City of Tenino COVID-19 Recovery Grant Program.

Recommended action: Move to adopt Ordinance 910 as presented.

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

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

Motion passes 5/0.

9. Ordinance 911 would suspend the Facade Improvement Grant Program for the remainder of 2020 and provide for a one-time grant of \$5000.00 to the Tenino Community Service Center for the improvement of the Tenino Food Bank Plus facilities.

Recommended Action: Move to adopt Ordinance 911 as presented.

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

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

Motion passes 5/0.

ADJOURNMENT

Meeting adjourned at 7:35 pm.

File Attachments for Item:

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

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

Special City Council Meeting Wednesday, May 20, 2020

Minutes

WORK SESSION

Mayor Fournier called the Work Session to order at 7:00 pm.

PRESENT

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

Mayor Fournier brought the Work Session to a close at 7:29 pm.

1. Council approval of Ordinance 910, City of Tenino COVID-19 Recovery Grant Program, was contingent upon State Auditor's Office (SAO) "approval" which meant they would review the proposed program and provide any concerns about legal and audit requirements. On Thursday, May 7, 2020, a conference call between C/T Millard and several members of the SAO, including their legal manager, indicated the SAO has concerns about the program. C/T Millard prepared a brief email (attached) summarizing the conversation and provided the email to both Mayor Fournier and City Attorney Hughes.

Mayor Fournier has acknowledged the SAO's concerns and wishes to move forward with the grant program as conceived, provided the ordinance is amended to make clear the Council's finding that COVID-19 Recovery assistance provided by the City is a function of providing for the "poor and infirm" as authorized by the Constitution of the State of Washington. City Attorney Hughes is willing to certify the ordinance complies with the required form with respect to the gift of funds question **provided the City Council:**

1. Votes to approve the program only after the Council discusses each of the SAO's concerns, and the risks associated with each concern after full disclosure,
2. Is satisfied that each concern is or will be adequately addressed by the City, including any potential conflicts of interest,
3. That the City Attorney's approval as to form only relates to the language of the ordinance being satisfactory to address the gift issue, not whether the program as administered will ultimately satisfy gift issue since this depends on successful implementation of financial controls assuring city funds are spent in accordance with the program,
4. Understands the City Attorney does not offer any opinion about financial controls needed administer the program, as this is outside his area of expertise,
5. And the Council is updated about the program at each council meeting not less than monthly, including the concerns raised by SAO.

Ordinance 910A is the Administration's attempt to address the nexus issue, the unfunded liability issue, and to include the ability to apply the grant proceeds to a Citizen's utility account.

A robust discussion ensued regarding the proposed wooden scrip-based COVID-19 Recovery Grant proposed by the Administration.

All prior coordination measures were reviewed by the Administration for the benefit of the Council and then each Councilmember made comments and asked questions.

C/T Millard then explained the grant process and procedures, emphasizing the internal control mechanisms at each step of receiving, storing, issuing, redeeming, and final disposition of the scrip; he then entertained questions.

CALL TO ORDER

Mayor Fournier called the meeting to order at 7:30 pm.

PRESENT

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

AGENDA APPROVAL

Motion to approve the agenda as presented made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

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

Motion passes.

CONSENT CALENDAR

Motion to approve the consent calendar as presented made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

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

Motion passes.

2. Payroll EFT's in the amount of \$52,413.21 and Claims Checks #29091 through #29121 and other EFT's in the amount of \$488,567.06 for a grand total of \$540,980.27.

Recommended action: Move to approve payroll EFT's in the amount of \$52,413.21 and Claims Checks #29091 through #29121 and other EFT's in the amount of \$488,567.06 for a grand total of \$540,980.27, as presented.

3. Liquor & Cannabis Board Applications/Renewals

Applications: None

Renewals: Landmark Tavern.

OLD BUSINESS

4. RCW 90.50, Shoreline Management Act of 1971, requires cities with shorelines to develop and implement a Shoreline Master Program (SMP) in order to "insure the development of these shorelines in a manner which, while allowing for limited reduction of rights of the public in the navigable waters, will promote and enhance the public interest. This policy contemplates protecting against adverse effects to the public health, the land and its vegetation and wildlife, and the waters of the state and their aquatic life, while protecting generally public rights of navigation and corollary rights incidental thereto.

The City's SMP is due for its periodic review in June of 2020. The State Department of Ecology has authorized grants in an amount to cover the necessary time and materials to complete the required review. Applying for such a grant is also a request to extend the time required for review by one (1) year. Tenino's contracted Planning Agency, SCJ Alliance, has a qualified individual who has assisted other municipalities within the state of Washington to complete the reviews using the proceeds of the Ecology grant.

Recommended action: Move to authorize the Administration to submit a grant application for the purpose of completing the required Periodic Review of the City of Tenino's Shoreline Master Program.

Motion to approve submission of grant request to pay for the Shoreline Master Program update made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

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

Motion passes.

ORDINANCES

5. Ordinance 910, COVID-19 Recovery Grant, was duly adopted on April 28, 2020. However, subsequent events have shown the need to amend the Recovery Grant Program to more clearly describe the nexus between COVID-19, economic hardship, and the performing of fundamental government functions in order that the grant not be considered a gifting of public funds; and to authorize the use of the grant funds to credit grant recipient's utility accounts.

Ordinance 910A would repeal and replace Ordinance 910 in its entirety and should be subjected to the same scrutiny as Ordinance 910 relative to addressing the concerns of the City Attorney and State Auditor's Office.

Motion to adopt Ordinance 910-A as presented made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

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

Motion passes.

EXECUTIVE SESSION

Mayor Fournier, at the advice of Councilmembers O'Callahan & Gotovac, adjourned the Business Meeting and announced the Council's retirement into Executive Session for the purpose set forth, below, at 7:36 pm.

PRESENT

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

Also present was City Attorney Richard L. Hughes.

This executive session was held under the provisions of RCW 42.30.110 (1) (a) (ii), To consider, if in compliance with any required data security breach disclosure under RCW **19.255.010** and **42.56.590**, and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets.

The session will not begin until all other business has been conducted and will last approximately 30-45 minutes. No "final action" (as that term is defined by RCW 42.30.020) shall be taken.

Mayor Fournier brought the Executive Session to order at 7:40 pm. He and Attorney Hughes explained the reasons for the session and C/T Millard introduced a proposed set of policies and procedures to address concerns related to the security of the City's information management system, including, but not limited to, data security and procedural protocols.

No final disposition was made as to any subject discussed during this session.

Mayor Fournier adjourned the Executive Session at 8:13 pm.

ADJOURNMENT

Mayor Fournier adjourned the Business Meeting at 7:36 pm and adjourned the Executive Session at 8:13 pm.

File Attachments for Item:

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

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

**City Council Meeting
Tuesday, May 26, 2020**

Minutes

WORK SESSION

Mayor Fournier brought the Work Session to order at 7:00 pm.

PRESENT

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

Mayor Fournier adjourned the Work Session at 7:32 pm.

1. Councilmember Watterson has been in discussion with two firms who have presented us with a grant opportunity that would set the stage for a bio-digester operation at our Wastewater Treatment Plant. He wishes to emphasize that:
 1. It's not a grant that the City will receive; it is a grant that the companies will use to do work on behalf of the City. The companies do, however, need a letter of support from the City to proceed with the grant application.
 2. The State of Washington has what is called an Energy Savings Performance Contracting (ESPC) program by which we sign an agreement with the State to use a predetermined contractor, which in this case, would be MacDonald-Miller. They would manage the project and have set processes they must do to be a part of the program.

Michael Coffey with MacDonald introduced himself and spoke a little about the opportunity of the bio-digester operation.

Michael Smith also introduced himself and spoke on the bio-digester opportunity.

CALL TO ORDER

Mayor Fournier called the May 26, 2020 Council Meeting to order at 7:32 pm.

PRESENT

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

AGENDA APPROVAL

Motion to approve the agenda as presented made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

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

Motion passes 5/0.

CONSENT CALENDAR

Motion to approve the consent calendar as presented, but with direction to staff to notify Mill Lane Winery that they must file all delinquent and future B&O tax returns in order to receive favorable consideration of future Liquor License applications, was made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

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

Motion passes.

2. Vouchers and EFT's for May 16 through May 26, 2020.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to approve the Consent calendar of May 13, 2020 through May 26, 2020:

Payroll EFT's in the amount of \$29,831.63 and Claims Checks #29122 through #29135 and EFT's in the amount of \$14,664.52 for a grand total of \$44,496.15.

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

Motion passes 5/0.

3. LCB Applications & Renewals

Applications: None

Renewals: Brother's Pizza

Mill Lane Winery: Has not filed B&O returns for the past three quarters

PRESENTATIONS

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

Technical difficulties prevented Director Heywood from speaking; Ms. Linda Miller, Branch Manager of the Tenino Branch, Timberland Regional Library, spoke briefly and asked that the presentation be rescheduled.

OLD BUSINESS

5. The current agreement for the extension of the City's sewer and water mains to the Ag Park Property would see the mains ending at the edge of the property. Gibbs & Olson proposes to sub-contract with SCJ Alliance to provide the Engineering documents that will be required to bring service lines onto the property for the purpose of distributing sewer and water service to each of the proposed building locations on the site. Proposed Amendment Number 2 provides the mechanism for the City to authorize Gibbs & Olson to enter into such a subcontracting agreement and for the City to pay Gibbs & Olson for those services. Proposed Amendment Number 2 has been reviewed by City Attorney Hughes and he has no objections.

Recommended action: Move to authorize Mayor Fournier to execute Amendment Number 2 as presented.

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.

NEW BUSINESS

6. MacDonald-Miller and Energy Efficiency Finance Corporation have presented the City with an opportunity to participate in a bio-digester project.

Recommended action: Move to support this effort by authorizing Mayor Fournier to issue a letter of support and to enter into an agreement with the State of Washington to utilize the services of MacDonald-Miller in pursuit of the opportunity.

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.

ADJOURNMENT

Mayor Fournier adjourned the Business Meeting at 7:51 pm.

File Attachments for Item:

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

CHECK REGISTER

11.

City Of Tenino
MCAG #: 0757

05/27/2020 To: 06/09/2020

Time: 14:31:19 Date: 06/09/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1913	05/27/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	5/26/2020
1924	05/28/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	05/27/2020
1937	05/29/2020	Claims	5	EFT	Client Fees From 5/28/20 Credit Card Payments	3.75	Client Fees From 5/28/20 Credit Card Payments
1948	06/02/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	10.00	05/29/2020
1951	06/02/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	05/30/2020
1955	06/02/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	05/31/2020
1956	06/02/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	06/01/2020
1976	06/03/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	06/02/2020
1977	06/05/2020	Payroll	5	EFT	Bennett H Barnes	212.35	
1978	06/05/2020	Payroll	5	EFT	Rachel L Davidson	138.14	
1979	06/05/2020	Payroll	5	EFT	Wayne R Fournier	888.47	
1980	06/05/2020	Payroll	5	EFT	Linda Gotovac	69.07	
1981	06/05/2020	Payroll	5	EFT	Jason A Lawton	69.07	
1982	06/05/2020	Payroll	5	EFT	John J O'Callahan	69.07	
1983	06/05/2020	Payroll	5	EFT	David A Watterson	138.14	
1988	06/05/2020	Payroll	5	EFT	Tyler J Baker	1,949.04	
1989	06/05/2020	Payroll	5	EFT	Veronica A Barnes	1,342.65	
1990	06/05/2020	Payroll	5	EFT	Troy LK Cannon	1,860.89	
1991	06/05/2020	Payroll	5	EFT	Samantha L Cisneros	1,127.81	
1992	06/05/2020	Payroll	5	EFT	Brent L Gibbs	1,970.80	
1993	06/05/2020	Payroll	5	EFT	John C Millard	1,838.47	
1994	06/05/2020	Payroll	5	EFT	Jason M Plaja	2,062.24	
1995	06/05/2020	Payroll	5	EFT	Maria Rodriguez	1,109.47	
1996	06/05/2020	Payroll	5	EFT	Jennifer N Scharber	1,044.04	
1997	06/05/2020	Payroll	5	EFT	Seth D Sharp	1,901.18	
1998	06/05/2020	Payroll	5	EFT	William John Stines	1,713.82	
1999	06/05/2020	Payroll	5	EFT	Robert Swain	1,891.54	
2000	06/05/2020	Payroll	5	EFT	Robert D Thornburg	1,451.21	
2010	06/04/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	
2024	06/04/2020	Payroll	5	EFT	Timberland Bank	7,580.54	941 Deposit for Pay Cycle(s) 06/05/2020 - 06/05/2020
2025	06/04/2020	Payroll	5	EFT	Timberland Bank	8,071.47	941 Deposit for Pay Cycle(s) 05/05/2020 - 05/05/2020
2026	06/04/2020	Payroll	5	EFT	AWC Benefits Trust	5,376.94	Pay Cycle(s) 05/05/2020 To 05/05/2020 - AWC Disability; Pay Cycle(s) 05/05/2020 To 05/05/2020 - AWC
2027	06/04/2020	Payroll	5	EFT	AWC Benefits Trust	10,753.88	Pay Cycle(s) 05/20/2020 To 05/20/2020 - AWC Disability; Pay Cycle(s) 05/20/2020 To 05/20/2020 - AWC; Pay Cycle(s) 06/05/2020 To 06/05/2020 - AWC Disability; Pay Cycle(s) 06/05/2020 To 06/05/2020 - AWC

CHECK REGISTER

11.

City Of Tenino
MCAG #: 0757

05/27/2020 To: 06/09/2020

Time: 14:31:19 Date: 06/09/2020

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2028	06/04/2020	Payroll	5	EFT	WA State Dept of Retirement Systems	20,318.11	Pay Cycle(s) 04/01/2020 To 04/30/2020 - LEOFF II; Pay Cycle(s) 04/01/2020 To 04/30/2020 - PERS II; Pay Cycle(s) 05/01/2020 To 05/31/2020 - LEOFF II; Pay Cycle(s) 05/01/2020 To 05/31/2020 - PERS II
2033	06/05/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	
2050	06/09/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	13.75	
2053	06/09/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
2056	06/09/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	6.25	
2059	06/09/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	7.50	
2066	06/09/2020	Claims	5	29137	Centralia OK Tire	785.20	
2067	06/09/2020	Claims	5	29138	Controlled FORCE Inc.	595.00	
2068	06/09/2020	Claims	5	29139	Dragon Analytical Laboratory	90.00	
2069	06/09/2020	Claims	5	29140	Far West Technologies Inc	2,080.08	
2070	06/09/2020	Claims	5	29141	Joes Refuse	929.78	
2071	06/09/2020	Claims	5	29142	Law Office of Richard L. Hughes PLLC	5,177.50	
2072	06/09/2020	Claims	5	29143	Lemay Mobile Shredding	21.00	
2073	06/09/2020	Claims	5	29144	Miles Sand And Gravel Company	92.02	
2074	06/09/2020	Claims	5	29145	Mountain Mist Water	113.63	
2075	06/09/2020	Claims	5	29146	PB Electronics Inc	1,020.00	
2076	06/09/2020	Claims	5	29147	Pitney Bowes Global Financial Svcs	143.64	
2077	06/09/2020	Claims	5	29148	Pitney Bowes	1,000.00	
2078	06/09/2020	Claims	5	29149	Puget Sound Energy	4,786.97	
2079	06/09/2020	Claims	5	29150	Quill	212.44	
2080	06/09/2020	Claims	5	29151	Retail Lockbox Merchant Services, LLC	35.00	
2081	06/09/2020	Claims	5	29152	Right Systems Inc	2,513.34	
2082	06/09/2020	Claims	5	29153	Sunbirds	248.76	
2083	06/09/2020	Claims	5	29154	Tenino Marketfresh	352.44	
2084	06/09/2020	Claims	5	29155	Tenino Telephone Co	1,672.67	
2085	06/09/2020	Claims	5	29156	City Of Tenino	1,548.68	
2086	06/09/2020	Claims	5	29157	Steve & Sharon Thorniley	100.00	QH Deposit Refund
2087	06/09/2020	Claims	5	29158	Thurston Co Sheriff	24.87	
2088	06/09/2020	Claims	5	29159	Thurston Co Treasurer	26.28	
2089	06/09/2020	Claims	5	29160	TriSource Solutions LLC	514.83	
2090	06/09/2020	Claims	5	29161	U S Post Master	120.00	PO Box Fee
2091	06/09/2020	Claims	5	29162	USA BlueBook	233.18	
2092	06/09/2020	Claims	5	29163	United Rentals Inc	164.10	
2093	06/09/2020	Claims	5	29164	Utilities Underground Location	18.48	
2094	06/09/2020	Claims	5	29165	Voyager Fleet System	1,595.36	
2095	06/09/2020	Claims	5	29166	WA State Treasurer	1,797.02	
2096	06/09/2020	Claims	5	29167	Water & Wastewater Svcs, Inc	6,933.00	
2097	06/09/2020	Claims	5	29168	Wilson Parts Corporation	14.66	
						70,122.65	
001 General Government Fund #001							
002 Quarry Pool Fund #002							85.15
101 City Street Fund #101							7,492.20

CHECK REGISTER

11.

City Of Tenino
MCAG #: 0757

05/27/2020 To: 06/09/2020

Time: 14:31:19 Date: 06/09/2020
Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			310		Municipal Capital Imp Fund	2,080.08	
			401		Water Fund	11,399.17	
			410		Sewer Fund	18,809.09	
						<hr/>	
						109,988.34	Claims: 35,039.93 Payroll: 74,948.41

WE, the members of the City Council of the City of Tenino, Thurston County, Washington, DO
HEREBY certify that the merchandise or services listed above have been received and that the above
listed vouchers and the related checks have been reviewed and approved for payment by the Tenino City
Council.

DATED this _____ day of _____ 2020.

Clerk/Treasurer

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

File Attachments for Item:

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

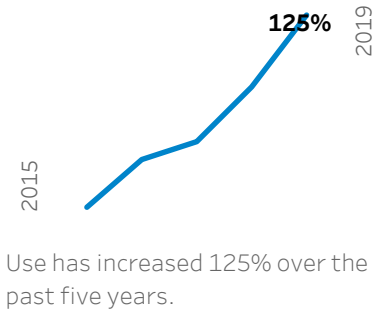
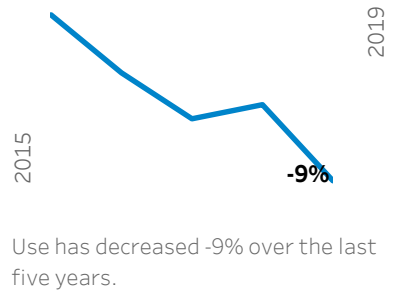


TENINO TIMBERLAND LIBRARY 2019

TENINO BORROWS

How much did Tenino patrons save in 2019 by borrowing books, movies, and other items? **\$732,470 dollars**. That's what it would have cost patrons to purchase the **33,124** items borrowed.

The library has **1,621 active library cards**, with a city population of **1,830** and an estimated service population is **7,249** residents. (Estimate based on school districts population and library card registrations).



Tenino patrons often borrow digital materials including e-books and downloadable audiobooks. While it's harder to determine savings due to the nature of licensing costs, Tenino patrons borrowed **10,673 digital items** in 2019.

TENINO EVENTS

Tenino patrons attended **157 events** in 2019 including Reptile Man, Owls of the Northwest, Movies in the Park, Family Storytimes, Jeff Evan's Magic Show, and many more.

	Events for Adults	Events for Kids and Teens	Other	Totals
Events	45	49	63	157
Attendance	1,355	820	780	2,955

TENINO INTERNET USE

2,374
hours used in 2019
(Avg. 45 hours per week)

Tenino patrons take advantage of library **public internet stations**, providing access to vital services, ability to **print 100 pages free per week**, and premium paid subscriptions to information sources like Ancestry, Consumer Reports, Reference USA, and many more.

File Attachments for Item:

14. May is National Bicycle Commuter Month

**BY THE CITY OF TENINO
- A PROCLAMATION -
MAY 2020 – BICYCLE COMMUTER MONTH**

WHEREAS, bicycling is one of the most energy-efficient forms of transportation ever invented, and is a mode of transportation well suited to urban environments where trips are short in length and overly congested roads are difficult and costly to expand; and

WHEREAS, transportation accounts for about a third of the energy used in Washington State, and about half of carbon dioxide emissions from fossil fuel; and

WHEREAS, bicycle commuting reduces energy consumption, pollution, and congestion; and

WHEREAS, the national non-profit bicycling safety and education association “The League of American Bicyclists” has declared the month of May to be National Bike Month for each of the last sixty three (63) years, and has done so again in 2020; and

WHEREAS, the City of Tenino supports alternatives to inefficient drive-alone trips, particularly for travel around the City, by building bicycle facilities, sponsoring “bike sharing” programs, and striving to be “bike friendly”; and

WHEREAS, Intercity Transit, with sponsors including the Capital Bicycling Club, and many local businesses is hosting the 33rd Annual Bicycle Commuter Challenge during the month of May, 2020.

NOW, THEREFORE, we, the Mayor and Council of the City of Tenino Washington do hereby Proclaim the month of May, 2020, as Bicycle Commuter Month in the City of Tenino and encourage all citizens to accept the Bicycle Commuter Challenge by reducing single-occupant motor vehicle trips to reduce air pollution, energy consumption, and congestion.

Signed in the City of Tenino, Washington, this 14th day of April, 2020.

Wayne Fournier, Mayor

Linda K. Gotovac, Council Member

David A. Watterson, Council Member

John O’Callahan, Council Member

Jason Lawton, Council Member

Rachel Davidson, Council Member

File Attachments for Item:

15. Proclamation of Appreciation for donation of infrared thermometers.

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

**BY THE CITY OF TENINO
- A PROCLAMATION -**

IN APPRECIATION OF GENEVA WOODS/MYMEDSUPPLIES

WHEREAS, *The City of Tenino was unprepared for Governor Inslee’s Proclamation of Emergency and subsequent proclamations related to the COVID-19 pandemic and the governmental response thereto; and*

WHEREAS, *Because the City was only one of thousands of organizations seeking to obtain the necessary supplies and equipment required to respond to the emergency; and*

WHEREAS, *Some required items were not available for purchase due to the sudden and overwhelming demand for those items; and*

WHEREAS, *Geneva Woods/MyMedSupplies was able to obtain infrared thermometers and readily donated five (of) of them to the City; and*

WHEREAS, *This donation enabled the City to continue to function throughout the duration of the emergency; and*

WHEREAS, *the Mayor and City Council wish to recognize both the individual and collective efforts of Ms. Amy Degen and all other members of the Geneva Woods/MyMedSupplies staff.*

NOW, THEREFORE, *we, the Mayor and Council of the City of Tenino Washington do hereby Proclaim the appreciation of The City for the generous donation of five (5) iHealth infrared thermometers from Geneva Woods/MyMedSupplies.*

Signed in the City of Tenino, Washington, this 9th day of June, 2020.

Wayne Fournier, Mayor

Linda K. Gotovac, Council Member

David A. Watterson, Council Member

John O’Callahan, Council Member

Jason Lawton, Council Member

Rachel Davidson, Council Member

**BY THE CITY OF TENINO
- A PROCLAMATION -**

IN APPRECIATION OF GENEVA WOODS/MYMEDSUPPLIES

WHEREAS, *The City of Tenino was unprepared for Governor Inslee’s Proclamation of Emergency and subsequent proclamations related to the COVID-19 pandemic and the governmental response thereto; and*

WHEREAS, *Because the City was only one of thousands of organizations seeking to obtain the necessary supplies and equipment required to respond to the emergency; and*

WHEREAS, *Some required items were not available for purchase due to the sudden and overwhelming demand for those items; and*

WHEREAS, *Geneva Woods/MyMedSupplies was able to obtain infrared thermometers and readily donated five (of) of them to the City; and*

WHEREAS, *This donation enabled the City to continue to function throughout the duration of the emergency; and*

WHEREAS, *the Mayor and City Council wish to recognize both the individual and collective efforts of Ms. Amy Degen and all other members of the Geneva Woods/MyMedSupplies staff.*

NOW, THEREFORE, *we, the Mayor and Council of the City of Tenino Washington do hereby Proclaim the appreciation of The City for the generous donation of five (5) iHealth infrared thermometers from Geneva Woods/MyMedSupplies.*

Signed in the City of Tenino, Washington, this 9th day of June, 2020.

Wayne Fournier, Mayor

Linda K. Gotovac, Council Member

David A. Watterson, Council Member

John O’Callahan, Council Member

Jason Lawton, Council Member

Rachel Davidson, Council Member

File Attachments for Item:

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

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



**BY THE CITY OF TENINO
- A PROCLAMATION -
IN APPRECIATION OF DR. BRAD ELLISOR/TENINO CHIROPRACTIC**

WHEREAS, *The City of Tenino was unprepared for Governor Inslee’s Proclamation of Emergency and subsequent proclamations related to the COVID-19 pandemic and the governmental response thereto; and*

WHEREAS, *Because the City was only one of thousands of organizations seeking to obtain the necessary supplies and equipment required to respond to the emergency; and*

WHEREAS, *Some required items were not available for purchase due to the sudden and overwhelming demand for those items; and*

WHEREAS, *Dr. Brad Ellisor/Tenino Chiropractic was able to obtain face masks and readily donated a package of 50 to the City; and*

WHEREAS, *This donation enabled the City to continue to function throughout the duration of the emergency; and*

WHEREAS, *the Mayor and City Council wish to recognize both the individual and collective efforts Dr. Brad Ellisor and the staff of Tenino Chiropractic.*

NOW, THEREFORE, *we, the Mayor and Council of the City of Tenino Washington do hereby Proclaim the appreciation of The City for the generous donation of 50 face masks by Dr. Brad Ellisor and Tenino Chiropractic.*

Signed in the City of Tenino, Washington, this 9th day of June, 2020.

Wayne Fournier, Mayor

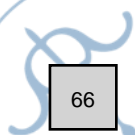
Linda K. Gotovac, Council Member

David A. Watterson, Council Member

John O’Callahan, Council Member

Jason Lawton, Council Member

Rachel Davidson, Council Member



File Attachments for Item:

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

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

**BY THE CITY OF TENINO
- A PROCLAMATION -
IN APPRECIATION OF
MR. CHRIS HAMILTON/TENINO MARKET FRESH**

WHEREAS, *The City of Tenino was unprepared for Governor Inslee's Proclamation of Emergency and subsequent proclamations related to the COVID-19 pandemic and the governmental response thereto; and*

WHEREAS, *Because the City was only one of thousands of organizations seeking to obtain the necessary supplies and equipment required to respond to the emergency; and*

WHEREAS, *Some required items were not available for purchase due to the sudden and overwhelming demand for those items; and*

WHEREAS, *Mr. Chris Hamilton/Tenino Market Fresh was able to obtain plexiglass sheets and readily donated 5 sheets to the City; and*

WHEREAS, *This donation enabled the City to continue to function throughout the duration of the emergency; and*

WHEREAS, *the Mayor and City Council wish to recognize both the individual and collective efforts Mr. Chris Hamilton and the staff of Tenino Market Fresh.*

NOW, THEREFORE, *we, the Mayor and Council of the City of Tenino Washington do hereby Proclaim the appreciation of The City for the generous donation of plexiglass sheets by Mr. Chris Hamilton and Tenino Market Fresh.*

Signed in the City of Tenino, Washington, this 9th day of June, 2020.

Wayne Fournier, Mayor

Linda K. Gotovac, Council Member

David A. Watterson, Council Member

John O'Callahan, Council Member

Jason Lawton, Council Member

Rachel Davidson, Council Member

File Attachments for Item:

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

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



2020 GMA-Climate Change Planning-Grant Application

Washington State cities and counties may apply for grant funds to assist with the cost of preparing climate change plans, policies and/or projects that are integrated within Growth Management Act (GMA) comprehensive plans.

Eligibility Requirements

Eligible applications must meet the following minimum criteria:

1. Applicant must be a town, city or county in Washington State;
2. The proposed local action must fit one of the following categories: 1) Amendment to a comprehensive plan that integrates climate change goals, objectives and policies into GMA required elements; 2) Development of a climate change mitigation and/or adaptation plan that is part of a comprehensive plan. 3) Development of separate climate change chapter for a GMA comprehensive plan; and
3. Commerce must receive all grant related deliverable items by **June 20, 2021**.
4. **All grant related activities must be concluded by June 30, 2021.**

Funding

Commerce has budgeted \$100,000 in GMA financial assistance for this grant program for the 2019-21 State Biennium. Commerce intends to award five (5) grants in the amount of \$20,000 each through a competitive application process.

Any grant awarded as a result of this application process is contingent upon the availability of funding.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

1. How well does the proposed project address planning and specific local climate change issues?
2. Does the proposed project include significant greenhouse gas emission reductions?
3. Does the proposed project potentially increase the resiliency/adaptive capacity of a specific jurisdiction or region?
4. To what extent will the project help the State of Washington reach its climate change goals?
5. Is the applicant ready to proceed with developing the proposed climate change project?
6. Is there support from local economic development organizations and consistency with regional economic development strategies as specified in locally adopted comprehensive plans and/or comprehensive economic development strategies (CEDs)?
7. Extra consideration will be given to applicants/jurisdictions with under 100,000 in total population.



Timeline

<p>Application Due Date: June 19, 2020 5:00 p.m.</p>	<p>Application Submission Requirements:</p> <p>Applications must be received by Commerce no later than 5:00 PM, Pacific Time, in Olympia, Washington, on June 19, 2020.</p> <p>Applications and supplemental materials shall not exceed fifteen (15) pages.</p> <p>Applications must be submitted electronically as an attachment to an e-mail to the designated Commerce contact, at the e-mail address listed below. Attachments to e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by Commerce and cannot be used for submission of proposals. Commerce does not assume responsibility for problems with Applicant's e-mail. If Commerce email is not working, appropriate allowances will be made.</p> <p>Proposals may not be transmitted using facsimile transmission.</p> <p>Applicants should allow sufficient time to ensure timely receipt of the proposal by Commerce. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault at Commerce sole determination. Requests for deadline extensions will not be granted. All proposals and any accompanying documentation become the property of Commerce and will not be returned.</p> <p>Submit one electronic copy to the following Commerce contact person: Gary Idleburg, Senior Planner, gary.idleburg@commerce.wa.gov</p>
<p>June 29, 2020</p>	<p>Announcement of projects selected.</p>
<p>July 13, 2020</p>	<p>Grant contracts executed.</p>
<p>June 30, 2021</p>	<p>Project must be complete and grant funds expended.</p>



Program Policies

1. Commerce anticipates awarding a total of five (5) grants in the amount of \$20,000 each.
2. Grant funds will be distributed on a reimbursement basis, with 10% withheld and until project is complete and project deliverables have been received and verified by Commerce.
3. All project activities must be completed, grant funds utilized, by June 30, 2021. Commerce reserves the right to require amendments to the project scope and deliverables following notification of a successful application.

I. Applicant Information

Applicant Name	
Statewide Vendor Number	
Jurisdiction Type	<input type="checkbox"/> County <input type="checkbox"/> City
Contact Name	
Contact Title	
Mailing Address	
City, State Zip	
Contact Phone	
Contact Email	
Letter of Support	<i>Please attach a letter of support signed by the chief elected official of the city, town, or county making the application.</i>



II. Project Description	
Project Title	
Which project option is proposed to be completed? <ol style="list-style-type: none">1. Amendment to a comprehensive plan that integrates climate change goals, objectives and policies into GMA required elements.2. Development of a climate change mitigation and/or adaptation plan that is part of a comprehensive plan.3. Development of separate climate change chapter for a GMA comprehensive plan.	
Brief Project Description	



<p>Scope of Work Timeline and Deliverables</p>	<p><i>Please attach a project plan identifying the tasks and milestones for the project.</i></p> <ul style="list-style-type: none"> • <i>Identify the project tasks and milestones.</i> • <i>Identify the projected completion date of each project task. The project timeline must show completion of the project by June 30, 2021.</i> • <i>Identify the project deliverables that will be completed and submitted to Commerce. Please explain how the deliverables will show successful project completion.</i> • <i>Budget that identifies deliverables and costs, see example. (Final deliverable must be at least 90% of total contract amount.)</i>
<p>Describe how the proposal is consistent with the locally adopted comprehensive plan and the regional economic development strategy.</p>	
<p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Application Pending </p>	

III. Supplemental Information

Applicants are encouraged to submit supplemental information to demonstrate how their project is consistent with the evaluation criteria. This may include, but is not limited to, maps, a detailed scope of work with project costs, a proposed work plan, letters of support, and additional background information about the impacts from climate change on the jurisdiction. The application and supplemental materials shall not exceed fifteen (15) pages.

Commerce Staff Contact:
 Gary Idleburg
Senior Planner, Growth Management Services
 Cell: 360.481.1398
 gary.idleburg@commerce.wa.gov

File Attachments for Item:

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

ORDINANCE 912

**AN ORDINANCE OF THE CITY OF TENINO
GRANTING APPROVAL OF FINAL PLAT PSD2017-0001, HIDDEN MEADOW,
A 30-UNIT SUBDIVISION**

WHEREAS, the City Council of the City of Tenino duly adopted Ordinance 877, granting Mr. Doug Bloom, Rainier General Development, approval of Conditional Use Permit CUP 2018-001 and Preliminary Plat PSD2017-0001, Hidden Meadow, for a 30-unit subdivision at a Regular Meeting of the Tenino City Council on May 23, 2018; and

WHEREAS, Mr Bloom has revegetated the disturbed areas of Scattercreek with native or pre-existing species and returned the site to a pre-development elevation and condition as required by the Conditional Use Permit CUP-2018-001; and

WHEREAS, the City Council of the City of Tenino finds the Final Plat meets all standards established by state law and Title 114 of the Tenino Municipal Code; and

WHEREAS, the City Council of the City of Tenino finds that the final plat bears the certificates and statements of approval required by this title and state law; and

WHEREAS, the final plat conforms to the content requirements of TMC § 114.50.050; and

WHEREAS, the required improvements pursuant to TMC § 114.50 have been installed or bonded for same; and

WHEREAS, the facilities and improvements required to be provided by the developer have been completed or, alternatively, that the developer has provided a performance bond, or cash in lieu thereof, or other security commonly used by banking and lending institutions; provided further that the bond, cash deposit, or other security has been filed with the City Clerk/Treasurer in a form acceptable to the city and in an amount of 125% of costs and with sureties commensurate with improvements remaining to be completed and securing to the city the construction and installation of the improvements within a fixed time as set by the council, pursuant to § 100.30.120;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON:

Section I. The final plat of the Hidden Meadow Subdivision is consistent with the Tenino Municipal Code and is ready for the signature of the Mayor of Tenino.

- a. It conforms to all terms of preliminary plat approval.
- b. The bond, by its essential terms, ensures completion of improvements.

Section 2. Due to exigent circumstances in the form of the COVID-19 pandemic, a second reading of this ordinance is waived.

Section 3. This ordinance shall take effect five days after publication as required by law.

ADOPTED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting this 9th day of June, 2020.

Wayne Fournier, Mayor

ATTEST:

APPROVED AS TO FORM:

John C. Millard, Clerk/Treasurer

Richard L. Hughes, City Attorney

File Attachments for Item:

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



City of Tenino

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: May 2020

During the month of May, the treatment plant continues to perform optimally, although, the city should invest in replacement filters signs the current filters are beginning to show signs of aging.

System Maintenance

- Regular upkeep, to include a membrane cleaning on MBR #1.
- #2 fine screen is repaired and will be installed after the social distancing order has been lifted.

Process Changes

- Continuing to keep biosolids lagoon decanted to minimal levels so as not to breach the rim in rain events and in preparation for dewatering.

Call Outs-Emergencies

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

Communications

- Influent sampling has been suspended by DOE during the COVID-19 outbreak.
- Removal of sludge from the storage lagoon remains the most urgent issue at this facility.

Miscellaneous

Flows

- Influent total flow = 2.921 MG
- Average daily flow = 0.091 MG
- Max daily flow = 0.102 MG
- Total gallons wasted = 75,310 gallons

Council Report for 6-9-2020

WWTP: Monthly report of wastewater Treatment Plant Operations and Maintenance

During the month of May, the treatment plant continues to perform optimally, although, We should start thinking of replacement Filters for the MBR'S, the current filters are beginning to show signs of aging.

Flows	Influent total flow	2.921 MG
	Average daily flow	.091 MG
	Max daily flow	.102 MG
	Total gallons wasted	75,310 gallons.

Water: Master Meter is scheduled to do some training tomorrow at City Hall for the use of the new Computer program. Brent has been working hard replacing meters.

Total gallons produced May 2020	3,849,143 Gallons
Total gallons produced May 2019	6,213,741 Gallons

What Public Works is working on for the Week of 6-8 thru 6-11

- Mowing and Weed eating the Park
- Replacing meters
- Potholes
- Mowing Right-of-ways, City buildings
- Fixing sewer pumps.