

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, April 09, 2024 at 6:30 PM

Agenda

WORK SESSION

1. 6:30 pm Review of 4/09/2024 Council Agenda
2. Council Priorities
3. Discussion of 4/23/2024 Council Draft Agenda

CALL TO ORDER

AGENDA APPROVAL

4. Agenda for the Regular Meeting of the 4/9/24.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- [5.](#) Meeting Minutes for 3/26/2024

Recommended Action: Motion to approve 3/13/2024 meeting minutes as presented

CONSENT CALENDAR

- [6.](#) Consent Calendar March 27, 2024 through April 9, 2024 consisting of

Payroll EFT's in the amount of \$57,837.88

Claims checks #32271 through #32292 in the amount of \$46,798.92 with claims checks 32269 and 32270 voided due to printer error.

for a grant total of \$104,636.80

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

- [7.](#) Proclamation- Volunteer Appreciation Month

Recommended Action: Motion to approve Proclamation for Volunteer Appreciation Month.

OLD BUSINESS

8. Reappointment of Civil Service Commissioner Jody Stoltz.

Recommended Action: Motion to approve Reappointment of Civil Service Commissioner Jody Stoltz.

NEW BUSINESS

- [9.](#) Change order for Quarry Pool.

Increase contract time and decrease contract amount to reconcile final values including a higher sales tax rate.

Recommended Action: Motion to approve Change order for Quarry Pool.

RESOLUTIONS

ORDINANCES

REPORTS

10. Outside Agency

- 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) South Thurston Economic Development Initiative (STEDI)
- 4) ARCH Commission
- 5) Experience Olympia & Beyond (VCB)
- 6) South Thurston Fire
- 7) Library
- 8) Museum
- 9) Tenino Community Service Center

11. Committees/Commissions

- 1) Civil Service Commission
- 2) Façade Improvement Grant Review Committee
- 3) Finance Committee

- 4) Planning Commission
- 5) Public Safety Committee
- 6) Public Works Committee

12. Staff

- 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner
- 4) Code Enforcement/Building Inspector
- 5) PARC Specialist
- 6) City Attorney
- 7) Clerk/Treasurer
- 8) Mayor

13. Liaisons

- 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Solid Waste Advisory Board
- 3) TCOMM/911
- 4) Tenino School Board
- 5) Thurston Regional Planning Council (TRPC)
- 6) Transportation Policy Board
- 7) Thurston County Commissioner's Office
- 8) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

5. Meeting Minutes for 3/26/2024

Recommended Action: Motion to approve 3/13/2024 meeting minutes as presented

**City Council Meeting
Tuesday, March 26, 2024**

Minutes

WORK SESSION

Mayor Watterson convened the work session at 6:30 pm with

PRESENT

Councilmember Linda Gotovac
Councilmember Elaine Klamn
Councilmember John O'Callahan
Councilmember Jeff Eisel

ABSENT

Councilmember Jason Lawton

1. 6:30 pm Review of 3/23/2024 Council Agenda

Mayor and Council reviewed the agenda for tonight's meeting.

2. Council Priorities

Mayor Watterson still working on.

3. Cell Tower Discussion.

Discussion held, if other companies send in an agreement they will look it over.

4. Discussion of 4/09/2024 Council Draft Agenda

Mayor Watterson asked Council if they had anything they would like to see on the agenda for next time.

CALL TO ORDER

Mayor Watterson convened the regular council meeting at 7:30 pm with

PRESENT

Councilmember Linda Gotovac
Councilmember Elaine Klamn
Councilmember John O'Callahan
Councilmember Jeff Eisel

ABSENT

Councilmember Jason Lawton

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 3/26/24.

Recommended Action: Motion to approve the agenda as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

Motion passes 4/0.

APPROVAL OF MINUTES

6. Meeting Minutes for 3/13/2024

Recommended Action: Motion to approve 3/13/2024 meeting minutes as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

Motion passes 4/0.

CONSENT CALENDAR

7. Consent Calendar consisting of March 13, 2024 through March 26, 2024

Payroll EFT's in the amount of \$62,359.04

Claims checks #32229 through #32268 in the amount of \$173,809.93 for a grant total of \$236,168.93

Liquor Cannabis License: Tenino Farmers Market, Tenino Marketfresh, Tenino foodmart

Recommended Action: Move to approve the consent calendar as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

Motion passes 4/0.

EXECUTIVE SESSION

None

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

8. Child Abuse Prevention Month Proclamation

Recommended Action: Motion to approve Child Abuse prevention Month.

Mayor Watterson read the proclamation into the record.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

Motion passes 4/0.

Shelly Willis thanked Mayor and Council for approving the proclamation.

OLD BUSINESS

None

NEW BUSINESS

9. STEDI EOB Visitor Guide Concept

Recommended Action: Discuss, Motion to proceed.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

Motion passes 4/0.

10. Engineering- Park Services Agreement

Recommended Action: Motion to approve Engineering Services for Park Design.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Eisel.

Motion passes 4/0.

RESOLUTIONS

None

ORDINANCES

None

REPORTS**11. Outside Agency**

1) Chamber of Commerce

2) Economic Development Council (EDC)

3) South Thurston Economic Development Initiative (STEDI)

4) ARCH Commission

5) Experience Olympia & Beyond (VCB)

6) South Thurston Fire

7) Library

8) Museum

9) Tenino Community Service Center

3) **South Thurston Economic Development Initiative (STEDI):** They are discussing an educational pokemon informational game. Congressional Officers and County Commissioners are now starting to come to the meetings and seeing what can be done to further help the South County which has been very promising. The meetings are every 3rd Friday from 8-9:30 am at various venues.

6) **South Thurston Fire:** They are still in the process of obtaining land for the new building.

12. Committees/Commissions

1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

6) Public Works Committee

2) Façade Improvement Grant Review Committee: Councilmember Gotovac reported they need to have a meeting in order to add 2 new members to the committee as they have lost 2.

4) Planning Commission: Councilmember Eisel reported he attended the last meeting where they were discussing the upcoming UGA updates. He also stated that they discussed having a council member attend their meetings as well as a planning commission member attend the council meetings.

5) Public Safety Committee: Councilmember O'Callahan reported the discussion mainly focused on the usage of a new non lethal bean bag/pepper spray pistol known as the Byrna as the taser gun is not always proactive.

13. Staff

1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) PARC Specialist

6) City Attorney

7) Clerk/Treasurer

8) Mayor

1) Chief of Police: C/T Scharber reporting for the Chief; Ofcr Lee has been promoted to Sargent as well as his SRO duties. Currently investigating an active rape case which Sgt Lee is the primary. We have PC for arrest of a DV suspect who ran and is currently at large. WSP commercial vehicle enforcement placed a vehicle out of service due to excessive violations. An old rape case has been reopened due to additional information.

2) Director of Public Works: C/T Scharber reporting for Troy; security cameras are on order for the new park bathrooms. Opening day for the ballfields is 4/13 with a celebration. We are hoping to reopen the bathrooms that were vandalized by the end of the month and they are scheduled to be open year round with the Officers locking them at night. Pool updates: primarily working on new plumbing for the new ADA bathrooms. New sod laid by the lakeside as well as a sidewalk and pavers. Demo work is complete on the old shelter and cracked concrete areas. Another sod area and pavers will be added to the demo area which will create spaces for picnic tables and umbrellas. The lakeside diving board and lifeguard area has been prepped for new concrete. Potholes being filled, streets swept and yearly maintenance at the WWTP. Park street has preliminary plans and an onsite review meeting scheduled for tomorrow.

4) Code Enforcement/Building Inspector: C/T Scharber reporting for Rene; a new office building to be constructed on Sussex and Frost is under plan review. New manufactured home has been placed in 1098 Old Hwy 99 and is waiting on final inspection. 9 permit applications received for the month of March with 4 issued and 5 in review. Rene will be attending training the first week of April for his commercial mechanical certification through the ICC.

5) PARC Specialist: C/T Scharber reporting for Jessica; Working with TRPC and Bob Droll to update the Comp Park Plan. Signing for the Norseman Property will be 3/29 at 1:30 pm at City Hall, council members are invited to attend. Mayor and I walked up onto the new property today to get a better idea what it is like up there now. 4 new applicants for lifeguards rec'd, with 5-6 returning from last year. ARTSWA grant update: meeting tonight to further discuss murals, plan for lighting on the trail in the park is also in the works. Also met with WSHDOT today to discuss the options for Creative District Hwy signs. RCO Planning grant: Continue to meet with Mike Marshall and David Brittell to work on plans for the new bathrooms/ticketing building at the QP. A new lineup of classes and activities will go in the mail with the next water bill.

7) Clerk/Treasurer: C/T Scharber reported the SLLGP Homeland Security Reimbursement has been submitted. The PD has been connected with the City's common drive. We had a pool meeting with CDBG and they are loving the progress. They will be attending the ribbon cutting. Attended a tour of the Ag Park with Patty Murray's team and Mayor Strickland. They now have laid down the asphalt.

8) Mayor: He attended a zoom meeting with Dept of Ecology for flood insurance for residents as it had expired and we need to pass a new ordinance. He attended the south county Mayor's meeting as well as Commissioner Fournier and they discussed the possibility of having additional meetings. He has been helping the Food Bank with a grant for solar for the Food Warehouse.

14. Liasons

1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Thurston County Commissioner's Office

8) Legislature

4) Tenino School Board: Councilmember Eisel reported he attended the last 10 minutes of the meeting and according to Superintendent Endicott's finance report they have used the last of the COVID funds and are in need of some additional funding to cover that loss with at this time

there will be no reduction in force. He thanks everyone for the levy votes which will be used for Capital Improvements.

8) Legislature: Councilmember Gotovac reported the session is over with Tenino receiving nothing from them this year.

PUBLIC COMMENTS 2

Lilly Morgan, an Eagle Scout Troop #1920 out of Rochester commented on her involvement with the Scouts and what she has accomplished. She thanked Mayor and Council for their work for the City.

ANNOUNCEMENTS

Councilmember Gotovac announced the next meeting for Splash Bash will be held on 3/27 5:00 pm at the Sandstone and is open to anyone who would like to attend.

ADJOURNMENT

Mayor Watterson adjourned the meeting at 7:55 pm.

File Attachments for Item:

6. Consent Calendar March 27, 2024 through April 9, 2024 consisting of Payroll EFT's in the amount of \$57,837.88

Claims checks #32271 through #32292 in the amount of \$46,798.92 with claims checks 32269 and 32270 voided due to printer error.

for a grant total of \$104,636.80

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

Consent Calendar March 27, 2024 through April 9, 2024 consisting of:

- **Payroll EFT's in the amount of \$57,837.88**
- **Claims Checks #32271 through #32292 in the amount of \$46,798.92 with claim checks 32269 and 32270 voided due to printer error.**

for a grand total of \$104,636.80

a) Liquor & Cannabis License:

CHECK REGISTER

City Of Tenino

Time: 14:56:29 Date: 04/09/2024

03/27/2024 To: 04/09/2024

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1190	04/09/2024	Claims	5	32294	ALS Group USA, Corp	560.00	
		001 General Government Fund #001				71,745.56	
		002 Quarry Pool Fund #002				3,932.25	
		101 City Street Fund #101				5,607.46	
		310 Municipal Capital Imp Fund 310				626.90	
		401 Water Fund				4,217.78	
		410 Sewer Fund				18,506.85	
						<hr/>	
							Claims: 46,798.92
		* Transaction Has Mixed Revenue And Expense Accounts				104,636.80	Payroll: 57,837.88

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 _____ 2024.

 Clerk/Treasurer

 Mayor

 Councilmember

 Councilmember

 Councilmember

 Councilmember

 Councilmember

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1090	04/05/2024	Payroll	5	EFT	Jeffrey A Eisel	91.24	
1091	04/05/2024	Payroll	5	EFT	Linda Gotovac	136.86	
1092	04/05/2024	Payroll	5	EFT	Effie E Klamn	136.86	
1093	04/05/2024	Payroll	5	EFT	Jason A Lawton	91.24	
1094	04/05/2024	Payroll	5	EFT	John J O'Callahan	228.10	
1095	04/05/2024	Payroll	5	EFT	David A Watterson	1,368.61	
1097	04/05/2024	Payroll	5	EFT	Robert A Auderer	2,790.07	
1098	04/05/2024	Payroll	5	EFT	Veronica A Barnes	1,930.83	
1099	04/05/2024	Payroll	5	EFT	Troy LK Cannon	3,114.37	
1100	04/05/2024	Payroll	5	EFT	Rene Durand	1,977.40	
1101	04/05/2024	Payroll	5	EFT	Brent L Gibbs	3,465.03	
1102	04/05/2024	Payroll	5	EFT	Drew Johnson	2,638.25	
1103	04/05/2024	Payroll	5	EFT	Aaron Lee	2,971.13	
1104	04/05/2024	Payroll	5	EFT	Patrick H Maguire	1,678.81	
1105	04/05/2024	Payroll	5	EFT	Alec C McClelland	3,440.36	
1106	04/05/2024	Payroll	5	EFT	Cole Plaja	1,675.59	
1107	04/05/2024	Payroll	5	EFT	Jason M Plaja	2,279.75	
1108	04/05/2024	Payroll	5	EFT	Jessica Reeves-Rush	1,463.06	
1109	04/05/2024	Payroll	5	EFT	Maria Rodriguez	1,803.69	
1110	04/05/2024	Payroll	5	EFT	Jennifer N Scharber	2,593.75	
1111	04/05/2024	Payroll	5	EFT	Courtney N Sheldon	1,419.66	
1133	04/04/2024	Payroll	5	EFT	Timberland Bank	12,751.49	941 Deposit for Pay Cycle(s) 04/05/2024 - 04/05/2024
1134	04/04/2024	Payroll	5	EFT	WA State Dept of Retirement Systems	7,791.73	Pay Cycle(s) 04/05/2024 To 04/05/2024 - LEOFF II; Pay Cycle(s) 04/05/2024 To 04/05/2024 - PERS II; Pay Cycle(s) 04/05/2024 To 04/05/2024 - Deffered Comp
1165	04/09/2024	Claims	5	32269	1776 Tenino Bar		Printer error
1166	04/09/2024	Claims	5	32270	ALS Group USA, Corp		Printer error
1167	04/09/2024	Claims	5	32271	Access Security	533.51	
1168	04/09/2024	Claims	5	32272	Baker's Towing	376.70	
1169	04/09/2024	Claims	5	32273	Centralia OK Tire	1,853.99	
1170	04/09/2024	Claims	5	32274	Corporate Payment Systems	5,139.77	
1171	04/09/2024	Claims	5	32275	DPI Legal & Classified Publishing	54.05	
1172	04/09/2024	Claims	5	32276	Joe Enbody	2,200.00	
1173	04/09/2024	Claims	5	32277	Joes Refuse	1,416.01	
1174	04/09/2024	Claims	5	32278	Law Office of Richard L. Hughes PLLC	3,795.00	
1175	04/09/2024	Claims	5	32279	Mountain Mist Water	100.69	
1176	04/09/2024	Claims	5	32280	Pitney Bowes	16.23	
1177	04/09/2024	Claims	5	32281	Puget Sound Energy	7,314.87	
1178	04/09/2024	Claims	5	32282	Quill	608.28	
1179	04/09/2024	Claims	5	32283	Right Systems Inc	4,580.96	
1180	04/09/2024	Claims	5	32284	Scheibmeir, Kelly & Nelson PS	903.00	
1181	04/09/2024	Claims	5	32285	Janet Smetzler	150.00	
1182	04/09/2024	Claims	5	32286	T-Mobile	132.91	
1183	04/09/2024	Claims	5	32287	City Of Tenino	1,630.15	
1184	04/09/2024	Claims	5	32288	The Kodiak Room LLC	6,665.39	
1185	04/09/2024	Claims	5	32289	Thurston Co Sheriff	6,250.00	
1186	04/09/2024	Claims	5	32290	Thurston Co Treasurer	17.17	
1187	04/09/2024	Claims	5	32291	WA State Treasurer	962.80	
1188	04/09/2024	Claims	5	32292	Bradley Williams	110.00	
1189	04/09/2024	Claims	5	32293	1776 Tenino Bar	1,427.44	

File Attachments for Item:

7. Proclamation- Volunteer Appreciation Month

Recommended Action: Motion to approve Proclamation for Volunteer Appreciation Month.

BY THE CITY OF TENINO
- A PROCLAMATION -
Volunteer Appreciation Month
April, 2024

Whereas, the month of April has been dedicated as National Volunteer Month to recognize the importance of volunteering and honoring the significant contributions volunteers make by generously donating their time and talents to worthy causes; and

Whereas; the month of April is an opportunity to salute the unparalleled services of volunteer contributions encompassing a broad range of needs across our community, including housing services, resource distribution, community response services, and more; and

Whereas, the dedicated volunteers of Tenino are an integral part of improving the quality of life of our most vulnerable residents by lending their time, skills and energy to support various causes; and

Whereas, volunteer participation is one of the most effective ways to make a positive impact in your community, and citizen advisory boards, commissions, and committees are vital to good government; and

Whereas, there are numerous individuals, business, and organizations that serve the City of Tenino; and

Now, Therefore, we, the Council of the City of Tenino hereby proclaim April 2024 as Volunteer Appreciation Month in Tenino and encourages all citizens to honor volunteers for their countless contributions to our community and nation .

Signed in the City of Tenino, Washington, this 9th day of April 2024.

Dave Watterson, Mayor

Linda Gotovac, Council Member

Elaine Klamn, Council Member

John O'Callahan, Council Member

Jason Lawton, Council Member

Jeff Eisel, Council Member

File Attachments for Item:

9. Change order for Quarry Pool.

Increase contract time and decrease contract amount to reconcile final values including a higher sales tax rate.

Recommended Action: Motion to approve Change order for Quarry Pool.

CHANGE ORDER

(Instructions on reverse side)

No. 3

PROJECT: Quarry Wading Pool Renovation Project

DATE OF ISSUANCE: 4-10-24 EFFECTIVE DATE: 4-11-24

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Orca Pacific, Inc

ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Increase contract time and decrease contract amount to reconcile final values including a higher sales tax rate.

Reason for Change Order: Close out.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change): N/A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$253,800.00 incl. sales tax</u>	Substantial Completion: <u>140 working days</u> Ready for final payment: <u>170 working days</u> days or dates
Net changes from previous Change Order No. <u>1</u> to No. <u>2</u>	Net changes from previous Change Order No. <u>1</u> to No. <u>2</u>
<u>\$ 199,820.00 incl. sales tax</u>	<u>480 working days</u> days
Contract Price prior to this Change Order	Contract Times prior to this Change Order
<u>\$453,620.00 incl. sales tax</u>	Substantial Completion: <u>620 working days</u> Ready for final payment: <u>650 working days</u> days or dates
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
<u>\$<4,370.45> incl. sales tax</u>	<u><50> working days</u> days
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
<u>\$449,249.55 incl. sales tax</u>	Substantial Completion: <u>570 working days</u> Ready for final payment: <u>600 working days</u> days or dates

RECOMMENDED:

APPROVED:

ACCEPTED:

By: *Neil E. Marshall*

By: _____

By: *Ben Egeland*

Engineer (Authorized Signature)

Owner (Authorized Signature)

Contractor (Authorized Signature)

Date: April 3, 2024

Date: _____

Date: April 8th, 2024

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.