

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, January 08, 2019 at 6:30 PM**

## **Agenda**

### **WORK SESSION**

1. The City has initiated the process to update several items in our Municipal Code in order to ease the burden on both Residents and Developers with respect to gaining approval for various land use issues.

One item is creating the ability to "undo" a lot combination in very specific situations. What the Administration proposes is the addition of a new code provision that would allow a lot that had been previously combined to revert back to the original, separate, lots when there has been no change of actual conditions on the ground and the lot was combined by the immediately preceding landowner. This action would not be available if any conditions on the ground would not have been permitted had the lots remained segregated, nor would the action be available if the immediately preceding landowner had not been the one to initiate the action that combined the lots.

The other item is a change to the allowed uses table for properties zoned Public/Semi Public that would permit the types of activities envisioned to occur at the Southwest Washington Agriculture and Innovation Park.

2. The last complete update to the City's Personnel Policy Manual was undertaken in December of 2008. There have been several Resolutions since then that have not been incorporated into the Policy Manual and there have been major revisions to several Employment Law statutes in the last two years.

Accordingly, the Administration would like the Council to consider adopting a completely revised Personnel Policy Manual, attached below.

3. The Tenino Farmer's Market has submitted their Special Events Permit request for the 2019 season.

They are requesting a waiver of all fees and deposits.

4. Ms. Rachel Davidson has submitted her application to fill the Position #5 seat vacated by Susan Copeland.

The Administration has reviewed her application, interviewed her, and desires Council Confirmation of appointment.

5. Mayor Fournier has prepared this year's roster of Committee/Commission/Liaison assignments for Council approval.

#### CALL TO ORDER

#### AGENDA APPROVAL

#### APPROVAL OF MINUTES

6. **Recommended Action:** Move to approve the Regular Meeting Minutes for December 11, 2018 as presented.

#### CONSENT CALENDAR

7. Consent Calendar for the period December 12, 2018 through December 21, 2018, consisting of Payroll EFT's in the amount of \$20,360.74 and Claims Checks #27842 through #27869 in the amount of \$27,094.19 for a grand total of \$47,454.93

**Recommended Action:** Move to approve Vouchers #27842 through #27869 and EFT's in the total amount of \$47,454.93

8. Consent Calendar for the period December 22, 2018 through January 8, 2019, consisting of Payroll EFT's in the amount of \$32,690.86 and Claims Checks #27877 through #27918 in the amount of \$190,536.25 for a grand total of \$223,227.11

**Recommended Action:** Move to approve Vouchers #27877 through #27918 and EFT's in the total amount of \$223,227.11

9. None

#### EXECUTIVE SESSION

#### PRESENTATIONS

10. Ms. Rachel Davidson is presenting herself to Council for the purpose of confirming her appointment to fill the unexpired term of office for City Council Position #5.

#### PUBLIC COMMENTS

#### PUBLIC HEARING

11. The City has initiated the process to update several items in our Municipal Code in order to ease the burden on both Residents and Developers with respect to gaining approval for various land use issues.

One item is creating the ability to "undo" a lot combination in very specific situations. What the Administration proposes is the addition of a new code provision that would allow a lot that had been previously combined to revert back to the original, separate, lots when there has been no change of actual conditions on the ground and the lot was combined by the immediately preceding landowner. This action would not be available if any conditions on the ground would not have been permitted had the lots remained segregated, nor would the action be available if the immediately preceding landowner had not been the one to initiate the action that combined the lots.

The other item is a change to the allowed uses table for properties zoned Public/Semi Public that would permit the types of activities envisioned to occur at the Southwest Washington Agriculture and Innovation Park.

## **PROCLAMATIONS**

### **OLD BUSINESS**

12. The Tenino Farmer's Market has submitted their Special Events Permit request for the 2019 season.

They are requesting a waiver of all fees and deposits.

13. Each January, the Council votes to select a Mayor Pro Tempore from among their number in the event Mayor Fournier is unavailable. Also each January, the Council votes to accept or reject Mayoral recommendations for Committee/Commission/Liaison assignments.

**Recommended action:** Move to nominate Councilmember \_\_\_\_\_ to serve as Mayor Pro Tempore, when required, and to approve the Committee/Commission/Liaison assignments as submitted (or as modified.)

### **NEW BUSINESS**

### **RESOLUTIONS**

### **ORDINANCES**

### **REPORTS**

14. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District

- 5) Library
- 6) Museum
- 15. 1) Chief of Police
- 2) Director of Public Works
  
- 3) City Planner / Building Official
  
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor
- 16. 1) Civil Service Commission
- 2) Park Commission
- 3) Planning Commission
- 4) Facade Improvement Grant Review Committee
- 5) Finance Committee
- 6) Public Safety Committee
- 17. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Community Investment Partnership (CIP)
- 3) Solid Waste Advisory Board
- 4) TCOMM/911
- 5) Tenino School Board
- 6) Thurston Regional Planning Council (TRPC)
- 7) Transportation Policy Board

**PUBLIC COMMENTS 2**

**ADJOURNMENT**

**TEXT AMENDMENT  
Amending TMC 114.100  
2019-001**

**STAFF REPORT: John Millard  
November 27, 2018**

**APPLICANT:** City of Tenino

**REQUEST:** Text Amendment approval, pursuant to Section 100.60.010, Development Code Amendments and Section 100.40.120, Process V, Legislative Review, of the Tenino Municipal Code to amend Chapter 114.100 (Lot Combinations) to add a new Section to be numbered 114.100.040 and titled Lot Split, and to amend the Use Schedule, TMC 108.40.010, to allow agricultural uses in areas currently zoned Public/Semi-Public with an Administrative Use Permit issued by the City.

**SUGGESTED MOTION**

Move to approve Text Amendment 2019-001, finding that the proposed amendment is consistent with the applicable provisions of the Comprehensive Plan; bears a substantial relationship to the welfare of the public; and is in the best interest of the residents of the city.

**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of Text Amendment 2019-001 based upon finding the request is consistent with the applicable provisions of the Comprehensive Plan; does bear a substantial relationship to the welfare of the public; and is in the best interest of the residents of the city.

**BACKGROUND**

Chapter 114.100, Lot Combinations, of the Tenino Municipal Code allows for the economical combining of two or more properties into one lot and provides the mechanism for doing so. While there are other reasons, oftentimes, a land owner will use this ability in order to create a single, buildable parcel out of several smaller parcels that zoning restrictions would otherwise prohibit the desired use. While this ability has many applications, sometimes a property owner in due course would prefer, for any number of reasons, to split the combined lot and revert back to the prior parcel descriptions. At present, the

only way to “undo” a lot combination is via the sub-division process as set forth in Title 114 of the Tenino Municipal Code and that process is both time-consuming and costly.

The current Use Schedule does not allow for agricultural uses on land zoned Public/Semi-Public. The vision for the SW Washington Agriculture and Innovation Park does include some agricultural processes (such as preserving and packaging locally grown produce, meat, and dairy products) and the only place within the City Limits with enough space to consider these types of activities is on the parcel of land currently occupied by the City’s Wastewater Treatment Plant. While some agricultural uses would not be approved (a fixed slaughterhouse facility, for example) some light agricultural uses are actually very compatible...complementary, in fact....and should be allowed with proper precautions.

### PROPOSAL

As authorized by TMC 100.40.120 E (2), The City proposes to amend TMC 114.100 by adding a new subsection that would allow the first subsequent owner in due course to split the property along the original parcel divisions without recourse to the subdivision process. Instead, the new subsection would provide for a one-time reversion to the original sub-divided parcels provided that the full legal description for each constituent part of the lot previously combined parcel was available and valid so as to restore each parcel that had been combined to exactly the same dimensions as each parcel had prior to the combination having been formed.

It is also proposed to amend the Schedule of Uses to allow some agricultural uses on land currently zoned Public/Semi-Public, with an Administrative Use Permit issued by the City.

### KEY ISSUES

This amendment is desired because the City has received requests to “undo” prior Lot Combinations and at present, the only way a single parcel may be subdivided is to pursue a subdivision using one of the processes for subdividing property currently required by the Tenino Municipal Code.

In cases where a single parcel was formed using the Lot Combination Process, the subdivision process could be greatly expedited and could be done at less cost because the survey data for the previous lots would be readily available. If that data could be applied without having recourse to an encumbrance of any sort, it would be greatly to the advantage of the property owner and any potential additional property owners, if the lots could be segregated.

Having additional buildable lots would be a benefit to the City in that the City would realize additional revenues via additional Ad Valorem taxes. Connection of additional properties to the City’s water and sewer systems would help spread the cost of amortizing those systems across additional subscribers, thereby lowering utility rates.

One possible unintended consequence, should the proposed text amendment be adopted, is that subdivision of a combined lot could lead to fewer buildable lots, although the risk of this could be

mitigated by an additional proviso in the proposed Text Amendment that would preclude a reversion to the prior state of affairs should such a subdivision result in fewer buildable parcels

As to the Schedule of Uses, any agricultural use on lands zoned Public/Semi-Public are not allowed. As it exists today, some agricultural practices currently in progress at Tenino High School could be viewed as an unauthorized use. Amending the schedule to authorize certain agricultural activities would preclude any allegation of improper use and prevent any such unauthorized use at the soon-to-be-constructed Agriculture and Innovation Park.

#### SEPA REVIEW

Despite the fact that this Text Amendment meets the Categorical Exemption as outlined in WAC 197-11-800 para 19(b), staff provided and reviewed an environmental checklist to evaluate the impact this proposal will have on the environment. Based on the information contained in the checklist, the Clerk/Treasurer issued a Determination of Nonsignificance (DNS) on December 26, 2018.

The DNS, review memo, and the checklist have been made available to the public and other agencies having jurisdiction. As of the writing of this staff report, no comments have been received in reference to the DNS.

#### LEGAL NOTICE AND PUBLIC COMMENT

Legal notice of this request will be advertised in the Tenino Independent on January 9, 2019 and again on January 23, 2019, 20 days prior to the Public Hearing scheduled for January 22, 2019. As of the writing of this staff report, no comments have been received from the public, and all noticing requirements have been met.

#### FINDINGS FOR APPROVAL OF A LEGISLATIVE DECISION

*The city may amend the text of this chapter or other development regulation only if it finds that:*

*1a. The proposed amendment is consistent with the applicable provisions of the comprehensive plan;*

**The standard is met.** The proposed text amendment would not detract from the character of existing single-family development. Land Use Goal LU 2. The splitting of a formerly combined lot would respectfully include new housing units within existing single-family residential neighborhoods.

*1b. The proposed amendment bears a substantial relation to public health, safety, or welfare; and*  
**The standard is met.** The proposed text amendment improves the ability of landowners within the City to allow for productive use of property that would otherwise not be buildable. The increased density thus created would allow more homes to be connected to the City's water and sewer utilities, thereby

spreading the cost of amortization across a wider base. The provision of safe drinking water and the sanitary disposal of human waste is a definite increase to the public health and safety.

*1c. The proposed amendment is in the best interest of the residents of the city.*

**The standard is met.** As explained in item 1b, above, the ability to spread the costs of amortization of the City's water and sewer utilities is in the best interests of the residents of the city. Likewise, provision of safe drinking water and the sanitary disposal of human waste supports the City's Land Use Goal LU 1 in that allowing lot splits would facilitate the building of excellent neighborhoods throughout Tenino.

*2a. The proposed amendment is consistent with the applicable provisions of the comprehensive plan;*

**The standard is met.** The proposed text amendment would not detract from the character of existing P/PS land uses. Natural Resources Goal NR 12. The allowing certain agricultural uses within West Tenino balances the preservation of prairie habitat with commercial and residential development.

*2b. The proposed amendment bears a substantial relation to public health, safety, or welfare; and*

**The standard is met.** The City Council, in its seminal 2018 "Shared Vision" document, articulates economic development as the most important element of the City of Tenino's planning under the State's Growth Management Act. Amending the Schedule of Uses brings the Council's shared vision more in line with reality.

*2c. The proposed amendment is in the best interest of the residents of the city.*

**The standard is met.** As explained in item 2b, above, the ability to bring complementary uses together to achieve the City's goals is, by definition, in the best interests of the residents of the City.

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| <b>ATTACHMENTS</b> |
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**Attachment 1** – SEPA documentation

**Attachment 2** – Noticing and Public Comment (TBP)

**City of Tenino**

*STATE ENVIRONMENTAL POLICY ACT*

**Determination of NonSignificance**

December 26, 2019

Lead agency: City of Tenino

Agency Contact: John Millard, Clerk/Treasurer/(360) 264-2368, [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us)

Agency File Number: Tenino TA-2019-001

Description of proposal – Text Amendment to allow for the restoration of a lot previously combined under Tenino Municipal Code § 114.100

Location of proposal – Not applicable.

City of Tenino, Tenino City Council, (360) 264-2368, [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us)

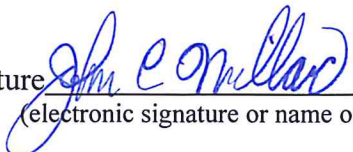
We have reviewed the attached Environmental Checklist and the Lead Agency has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c) because there will be no environmental impact. This information is available at: [www.CityofTenino.us](http://www.CityofTenino.us)

This determination is based on the following findings and conclusions:

Proposed Text Amendment would only be available in very limited circumstances and would not result in any activity being permitted (or prohibited) if such activities were not otherwise in accordance with existing land use regulations.

This DNS is issued under WAC 197-11-340(2) and the comment period will end on January 22<sup>nd</sup>, 2019.

John C. Millard, Clerk/Treasurer, (360) 264-2368, PO Box 4019, Tenino, WA 98589, [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us):

Signature  \_\_\_\_\_ Date 27 Dec 18 \_\_\_\_\_  
(electronic signature or name of signor is sufficient)

Appeal process: This DNS is issued under WAC 197-11-340; the lead agency will not act on this proposal for 14 days from the date above. Comments and/or appeals must be submitted by Tuesday, January 22, 2019, to the address above.

# SEPA ENVIRONMENTAL CHECKLIST

## ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## **A. Background** [\[HELP\]](#)

1. Name of proposed project, if applicable: Tenino Text Amendment TA 2019-001
2. Name of applicant: City of Tenino

3. Address and phone number of applicant and contact person: 149 Hodgden Street S, Tenino, WA 98589 (360) 264-2368

4. Date checklist prepared: December 26, 2018

5. Agency requesting checklist: City of Tenino

6. Proposed timing or schedule (including phasing, if applicable): Public Comment period closes on January 22, 2019.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No

10. List any government approvals or permits that will be needed for your proposal, if known.

N/A

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

Text Amendment Tenino TA 2019-001 would provide for the vacation of a lot combination under very specific circumstances. The amendment would also change the City's Schedule of Allowed Uses to provide for agricultural uses on property zoned Public/Semi-Public with an Administrative Use Permit approved by the City.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

N/A

## **B. Environmental Elements**

### **1. Earth**

- a. General description of the site: Not Applicable
  
- b. What is the steepest slope on the site (approximate percent slope)? Not Applicable.
  
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. Not Applicable
  
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. Not Applicable
  
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. Not Applicable.
  
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. Not Applicable.
  
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? Not Applicable
  
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: Not Applicable.

### **2. Air**

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. Not Applicable.
  
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. Not Applicable.
  
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: Not Applicable.

### **3. Water**

- a. Surface Water:
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. Not Applicable.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. Not Applicable.
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. Not Applicable.
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. Not Applicable.
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. Not Applicable.
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. Not Applicable.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. Not Applicable.
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. Not Applicable.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. Not Applicable.
- 2) Could waste materials enter ground or surface waters? If so, generally describe.
- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

**4. Plants**

a. Check the types of vegetation found on the site:

- \_\_\_deciduous tree: alder, maple, aspen, other
- \_\_\_evergreen tree: fir, cedar, pine, other
- \_\_\_shrubs
- \_\_\_grass

- \_\_\_ pasture
- \_\_\_ crop or grain
- \_\_\_ Orchards, vineyards or other permanent crops.
- \_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- \_\_\_ water plants: water lily, eelgrass, milfoil, other
- \_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? Not Applicable.
- c. List threatened and endangered species known to be on or near the site. Not Applicable
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: Not Applicable.
- e. List all noxious weeds and invasive species known to be on or near the site. Not Applicable.

**5. Animals**

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Not Applicable.

Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

- b. List any threatened and endangered species known to be on or near the site. Not Applicable.
- c. Is the site part of a migration route? If so, explain. Not Applicable.
- d. Proposed measures to preserve or enhance wildlife, if any: Not Applicable.
- e. List any invasive animal species known to be on or near the site. Not Applicable.

**6. Energy and Natural Resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. Not Applicable.
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. Not Applicable.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: Not Applicable.

## **7. Environmental Health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

- 1) Describe any known or possible contamination at the site from present or past uses. Not Applicable.
- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. Not Applicable.
- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project. Not Applicable.
- 4) Describe special emergency services that might be required. Not Applicable.
- 5) Proposed measures to reduce or control environmental health hazards, if any: Not Applicable.

### **b. Noise**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? Not Applicable.
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. Not Applicable.
- 3) Proposed measures to reduce or control noise impacts, if any: Not Applicable.

## **8. Land and Shoreline Use**

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. Not Applicable.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? Not Applicable.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: Not Applicable.

- c. Describe any structures on the site. Not Applicable.
- d. Will any structures be demolished? If so, what? Not Applicable.
- e. What is the current zoning classification of the site? Not Applicable.
- f. What is the current comprehensive plan designation of the site? Not Applicable.
- g. If applicable, what is the current shoreline master program designation of the site? Not Applicable.
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. Not Applicable.
- i. Approximately how many people would reside or work in the completed project? Not Applicable.
- j. Approximately how many people would the completed project displace? Not Applicable.
- k. Proposed measures to avoid or reduce displacement impacts, if any: Not Applicable.
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: Not Applicable.
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: Not Applicable.

## **9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. Not Applicable.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. Not Applicable.
- c. Proposed measures to reduce or control housing impacts, if any: Not Applicable.

## **10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? Not Applicable.
- b. What views in the immediate vicinity would be altered or obstructed? Not Applicable.
- b. Proposed measures to reduce or control aesthetic impacts, if any: Not Applicable.

## **11. Light and Glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? Not Applicable.
- b. Could light or glare from the finished project be a safety hazard or interfere with views? Not Applicable.
- c. What existing off-site sources of light or glare may affect your proposal? Not Applicable.
- d. Proposed measures to reduce or control light and glare impacts, if any: Not Applicable.

## **12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity? Not Applicable.
- b. Would the proposed project displace any existing recreational uses? If so, describe. Not Applicable.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: Not Applicable.

## **13. Historic and cultural preservation**

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? If so, specifically describe. Not Applicable.
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. Not Applicable.
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. Not Applicable.
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. Not Applicable.

## **14. Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. Not Applicable.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? Not Applicable.
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? Not Applicable.
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). Not Applicable.
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. Not Applicable.
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? Not Applicable.
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. Not Applicable.
- h. Proposed measures to reduce or control transportation impacts, if any: Not Applicable.

**15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. Not Applicable.
- b. Proposed measures to reduce or control direct impacts on public services, if any. Not Applicable.

**16. Utilities**

- a. Circle utilities currently available at the site:  
 electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
 other \_\_\_\_\_ Not Applicable.
- c. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. Not Applicable.

**C. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Name of signee: John C. Millard

Position and Agency/Organization: Clerk/Treasurer

## ***D. Supplemental sheet for nonproject actions***

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise? None

Proposed measures to avoid or reduce such increases are: Not Applicable.

2. How would the proposal be likely to affect plants, animals, fish, or marine life? None.

Proposed measures to protect or conserve plants, animals, fish, or marine life are: Not Applicable

3. How would the proposal be likely to deplete energy or natural resources? None

Proposed measures to protect or conserve energy and natural resources are: Not Applicable.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands? None

Proposed measures to protect such resources or to avoid or reduce impacts are: Not Applicable

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities? None

Proposed measures to reduce or respond to such demand(s) are: Not Applicable.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment. None.



# City of Tenino

## Special Events/Parades

149 Hodgden St. South – P O Box 4019  
Tenino, WA 98589  
(360) 264-2368  
www.ci.tenino.wa.us

### SPECIAL EVENTS/PARADE CONTRACT

I have applied for use as legal representative of Tenino Farmers Market  
(name of organization/group)

I hereby certify, on behalf of my organization, that we understand and agree:

- The User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises. The User shall provide a certificate of insurance to the City of Tenino evidencing general liability insurance covering premises, products-completed operations and contractual liability. The City of Tenino shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the City of Tenino. Any insurance, self-insurance, or insurance pool coverage maintained by the City of Tenino shall be excess of the User's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using City of Tenino facilities.
- To defend, indemnify and hold harmless the City of Tenino, their officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Tenino.
- That permission to use the facilities granted may be revoked or canceled at any time by the City of Tenino and our association will have no claim or right to damages reimbursement for any loss, damage, or expense resulting for revocation or cancellation.
- All parties acknowledge and agree that the City of Tenino reserves the right to revoke this Special Events/Parade Contact for a group/organization at any time.

I have read and understand all conditions, rules, and regulations specified in the Special Events/Parade contract. I am authorized to sign on behalf of the group listed above.

Name (please print) Sherry Ritter Backmann

Address PO Box 554

City Tenino Zip 98589 Phone 360 789 6659

Signature Sherry Ritter Backmann Date 12-18-18

City Approval \_\_\_\_\_ Date \_\_\_\_\_



**City of Tenino**  
**Special Events/Parade Application**

149 Hodgden St. South – P O Box 4019  
Tenino, WA 98589  
(360) 264-2368  
www.ci.tenino.wa.us

Organization: Tenino Farmers Market

Contact Person: Sherry Ritter Bachmann

Address: PO Box 554  
Tenino, WA 98589

Telephone: (360) 789-6659 Fax: ( ) -

Email: sbache.scattercreek.com

1. Purpose of the special event/parade is Saturday Farmers Market  
May through September
2. Description of organizing group Non-Profit Tenino Farmers Market
3. Date(s) and time(s) of special event/parade Saturdays 8am-4pm  
May through Sept 2019
4. There will be an estimated 200 persons,      animals,      floats and      motor vehicles participating or engaging in the special event/parade.
5. Place, area, route or location, as applicable to the special event/parade (please attach a map or describe) Olympia Street South from Sussex to  
Central Ave
6. What portion of the sidewalks and streets indicated will be occupied by the special event/parade
7. Are any temporary structures going to be erected? Yes/ No (circle one) If yes, you must attach plans indicating clearly: a) the type of construction, b) seating arrangements, c) aisle arrangements, d) structural details and calculations of the seats and supports and e) location of all exits. pop up tents

8. Is any open flame going to be used within the structure? Yes No (circle one). If yes, what precautions are to be taken to render it safe? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. What provisions have been made for sanitary facilities for persons using the premises?  
Fire Station
10. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00. (see letter)
11. You will furnish evidence to the City Clerk at the time of application of a liability insurance policy as described in the Special Events/Parade Contract.
12. The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/parade permit issued, and to abide by all the rules and regulations of the City of Tenino. We agree that the structure shall not be used as a place of assembly until the Fire Marshal of Thurston Co. Fire Dist. 12 has inspected the entire premises.
13. This application shall be accompanied by a proposed Traffic Control Plan to be reviewed and approved by the Public Works Director.
14. The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

Sherry Pitts Bach  
 Signature of Applicant

*Please answer all questions above. If they do not apply, put N/A. Thank You.*



## City of Tenino

### Special Events/Parade Application

149 Hodgden St. South – P O Box 4019  
Tenino, WA 98589  
(360) 264-2368  
[www.ci.tenino.wa.us](http://www.ci.tenino.wa.us)

### Special Events/Parade Permit

A Special Events/Parade permit must be obtained from the City of Tenino by any individual, organization or group that wishes to host an event that may impact City roadways or properties in Tenino.

### Instructions for obtaining a permit

- Allow a minimum of forty-five (45) days for processing.
- Complete the Special Events/Parade Application form and mail or deliver with all necessary information and attachments.
  - Include a map of the route
  - Attach the event traffic control plan, or identify if City Services are needed.
  - Identify any specific services requested from the City.
- Fees for a permit are based on the level of service required for the City of Tenino during the event. Charges may include traffic control (Tenino Police), setting up cones (Tenino Public Works), etc.
- Submit the form and attachments to:

**Tenino City Hall**  
149 Hodgden St S  
PO Box 4019  
Tenino, WA 98589

- Failure to submit a complete application may result in denial of the use of streets, facilities and/or services.

### Questions?

Please contact City Hall Staff at (360) 264-2368 for more information.



**City of Tenino**  
**Special Events/Parades**

149 Hodgden St. South – P O Box 4019  
 Tenino, WA 98589  
 (360) 264-2368  
 www.ci.tenino.wa.us

## USER GROUP RESPONSIBILITIES

| To hold a special event or parade in the City of Tenino , your Organization is responsible for:   | Timeline:   |
|---|---|
| Turning in a completed Special Events/Parade Application to the City of Tenino. (late requests will be considered on a space available basis) | 45-60 days before the event                               |
| Providing proof of liability insurance to the City of Tenino (specific insurance guidelines are described on the contract page.)              | At least two (2) weeks prior to the start of the activity |
| Notifying the City of Tenino of cancellation or changes.  | When event is modified or cancelled                       |

| STAFF                         | TITLE                      | DEPARTMENT     | PHONE                            | EMIAL  |
|-------------------------------|----------------------------|----------------|----------------------------------|--|
| Dave Dafoe                    | Public Works Director      | Public Works   | (360) 264-2368<br>(360) 239-9287 | <a href="mailto:daved@ci.tenino.wa.us">daved@ci.tenino.wa.us</a>   |
| Denise Nelson<br>Ronna Barnes | Admin Clerk<br>Court Clerk | Administration | (360) 264-2368                   | <a href="mailto:denise@ci.tenino.wa.us">denise@ci.tenino.wa.us</a><br><a href="mailto:ronna@ci.tenino.wa.us">ronna@ci.tenino.wa.us</a> |
| John Hutchings                | Chief of Police            | Police         | (360) 264-2626                   | <a href="mailto:jfhutch@ci.tenino.wa.us">jfhutch@ci.tenino.wa.us</a>   |

**DEPARTMENT USE ONLY:**

Department Approval:

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Administration: Jim Colombo Date: 18 Dec 18

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved / Denied (circle one) Date: \_\_\_\_\_

City Official: \_\_\_\_\_ Title: \_\_\_\_\_

PERMIT # 20 19 - 001

| Internal Use Only |             |                   |      |      |
|-------------------|-------------|-------------------|------|------|
| Amount            | Description | BARS              | TR # | Date |
| \$100.00          | Fee         | 001..322.90.00    |      |      |
| \$500.00          | Deposit     | 001..389.00.00.02 |      |      |
|                   | Refund      | 001..586.00.00.02 | Ck#  |      |
|                   |             |                   |      |      |



# Tenino Farmers Market

Saturdays 10am to 3pm | May thru September



Market Season, 2019

Tenino City Council;

The Tenino Farmers Market is requesting your consideration to approve the use of Olympia Street for our 2019 market season and to waive the Special Event fee. This would include the Market having the use of the street for Oregon Trail Days. We thank the City Council and appreciate that you approved our request for 2017 and 2018.

Tenino Farmers Market staff are responsible for posting the street closure signs every market Saturday, requiring no assistance from city staff.

The Market move to Olympia Street has been a successful undertaking, both for the Market and the City of Tenino. Our total vendors and annual sales have increased every year since being on Olympia Street.

This year will be the 15<sup>th</sup> anniversary of the Market. We are planning special events and celebrations, which we think will attract more new visitors into Tenino and area businesses. We find that many market customers visit other local businesses and are very interested in learning more about our historical, beautiful city.

In addition to providing a community gathering place, the market provides nutritious foods. Through the Full Circle Harvest program funded by Timberland Bank, the market gives out \$4 coupons to promote healthy food choices for low income seniors, individuals and families, and to all children who visit the market. The market also participates in the WIC and Senior Farmers Market Nutrition Programs, and beginning in 2017 we accepted SNAP/EBT cards.

The market location on Olympia Street is a positive experience for vendors and customers. We have room for expansion and it is central for ease of access. The surfaces are more conducive to accommodate wheelchairs, walkers and canes.

The Market has worked with O Bee Credit Union to coexist during their Saturday business hours. We have taken responsibility to store and place redirection signs for access to the credit union. Our vendors are out of their parking lot prior to their opening and customers are discouraged from using that lot until after 1PM.

Thank you for your consideration to our request. We look forward to the upcoming market season and the continued support of the city.

Respectfully,

Sherry Ritter Bachmann, Tenino Farmers Market Board Secretary



Established 2005

**Tenino Farmers Market Board**

John Kesting, President

Carol Roden, Vice President

Sherry Ritter Bachmann, Secretary

PHoebe Kesting, Treasurer

Kenneth A. Jones, Member At Large for Local Outreach

Cassandra Baines, Member At Large for Surrounding Communities Outreach

Barbara Roderick, Member at Large, Outreach for Lions Club and Grange

**Tenino Farmers Market Manager**

Bridget Fosse

**Tenino Farmers Market Management Team**

Mitch Broadbent, Site Manager

John Kesting, Farmer/Producer Vendor Representative

Sherry Ritter Bachmann, Crafter/Artisan Vendor Representative

Rachel Davidson  
360 Lincoln Ave. E.  
Tenino WA 98589  
(360) 402-0537

To Whom It May Concern,

I am writing in strong consideration for the City Council Member position for the City of Tenino. Enclosed you will find my resume for your reference.

I have more than nine years in accounting and business with Department of Fish and Wildlife. Throughout my career I have gained knowledge in overseeing the state budget and maintaining financial accounts for the programs within the department. I believe my skills and knowledge will be a great attribute to working with the team on the City Council. Throughout my career I have also developed loyalty and trust in my fellow team members and exceeded the ability to work with diverse groups of individuals. With my leadership and communication abilities this will pose a tremendous asset to the City Council.

During my career I started the Combined Fund Drive in my office where I and my team held events in which proceeds went to the Little Red School House, a non-profit organization assisting under privileged children with school supplies. Since leaving the department in 2014 I have continued my achievements on the PTSA board raising money for the Tenino schools in various events. I've also worked with different charities/non profits such as; volunteering my time and financial assistance to Raise for Rowyn, a non- profit organization in the City of Tenino. I have also given my time and donations to SafePlace, a shelter for women and their children escaping domestic violence. I am currently working on a youth program at the Cornerstone Community Church for middle and high school age groups in my community. The goal of the youth program is to help them through their personal and social struggles. The youth group will provide them with a safe place to come together and give back to the City of Tenino. I am also a part business owner of Point Blank Targets for recreational shooting. We have generously donated targets to several local police departments and active and/or retired service men and women.

I believe I can bring fresh, new ideas to the board in a courteous and respectful manner. I would love the opportunity to join the City Council bringing my experience and knowledge to the team. I look forward to speaking with you further on my application.

Sincerely,  
Rachel Davidson



**Requirements: Must be a Registered Voter of Thurston County and must have been a resident of Tenino for a period of one (1) year immediately preceding the date of assumption of the office.**

**Commitment:**

- **Two Council meetings per month beginning at 7:30 p.m.**
- **Two workshops per month beginning at 6:30 p.m.**
- **Council Committee meetings as assigned, dates and times vary**
- **Liaison to one City Department**
- **Liaison with outside agencies, dates and times fixed by those agencies**
- **Attend special Council meetings and workshops as needed**
- **Other duties may arise**



# CITY OF TENINO

## City Council Vacancy Application

*(Please type or print clearly)*

**Name as registered:** Rachel Lee Davidson

**Physical Address:** 360 Lincoln Ave E.  
Tenino WA 98589

**Home Phone:** 360-402-0537 **Cell Phone:** 360-402-0537

**Email Address:** rachaelcushing@comcast.net

**How long at Residence:** 1yr **Best time to contact:** Anytime

### **Personal Information (optional):**

Graduated from Tenino High School 2003.

Started employment as an Office Assistant with Department of Fish and Wildlife 2005.

Promoted to General Accounting within the department 2008.

Became a stay at home mom after my third child in 2014.

### **List any prior experience as an elected official:**

No prior experience as an official but can learn quickly.

### **List any applicable work experience:**

I have experience with time sensitive documents while maintaining organization and highly trained in confidentiality with time sensitive material. I also have experience conducted meetings alongside my Supervisor to the Deputy Director and his team.

### **List any applicable experience working with budgets:**

Experience in budget and accounting for more than nine years working with major financial accounts. Maintained credit cards for the agency as well as expense vouchers.

### **Please list three (3) references:**

**Name:** Brynn Johnson

**Address:** \_\_\_\_\_

**Contact Number:** (360) 870-1156

---

**Name:** Jen Scharber

**Address:**

**Contact Number:** (360) 269-2865

---

**Name:** Caitlin Bates

**Address:**

**Contact Number:** (360) 561-4946

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Council members make recommendations and decisions that affect the entire community.

- 1.) Do you foresee possible conflicts of interest with any of your current employment or civic positions?     Yes (*Please explain on back*)     No
  
- 2.) When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community?     Yes     No (*Please explain on back*)
  
- 3.) Are there any days or evenings you are unavailable to meet?     Yes (*Please explain on back*)     No

**Signature:** Rachel L. Davidson

**Date:** 10/29/2018

Please return completed form and any additional information to:  
City of Tenino – Attn: City Clerk, 149 Hodgden St South, P.O. Box 4019, Tenino, WA 98589  
Applications may also be submitted electronically to: [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us)  
For more information please call (360) 264-2368

# CITY OF TENINO COMMITTEE/COMMISSION APPOINTMENTS 2018

| City Commission or Committee      | Primary Representative        | Secondary Representative        | Staff Representative | Meeting Schedule                            | Council Reporting        |
|-----------------------------------|-------------------------------|---------------------------------|----------------------|---|--------------------------|
| Civil Service Commission          |                               |                                 | Maria Rodriguez      |   |                          |
| Planning Commission               | As needed                     |                                 | John Millard         | 1 <sup>st</sup> Wed, 6 pm                   | 2 <sup>nd</sup> Meeting  |
| Finance Committee                 | Dave Watterson                | Susan Copeland                  | John Millard         | Variable, 10 am                             | 1 <sup>st</sup> Meeting  |
| Public Safety Committee           | As needed                     |                                 | Don Moody            | 1 <sup>st</sup> Wed, 6:30 pm                | 1 <sup>st</sup> Meeting  |
| Utilities Committee               | As needed                     |                                 | Troy Cannon          | 2 <sup>nd</sup> & 3 <sup>rd</sup> Wed, 7 pm | 2 <sup>nd</sup> Meeting  |
| <b>External Agency</b>            | <b>Primary Representative</b> | <b>Secondary Representative</b> |                      | <b>Meeting Schedule</b>                     | <b>Council Reporting</b> |
| Thurston Regional Ping Council    | Dave Watterson                |                                 | Katrina VanEvery     |   |                          |
| Transportation Policy Board       | John O'Callahan               |                                 |                      |   |                          |
| Tenino School Board               | Susan Copeland                |                                 | John Millard         |   |                          |
| TCOMM911 Admin Board              | Tracey Wood (Yelm)            |                                 |                      |   |                          |
| TCOMM911 Ops Board                | Don Moody                     |                                 |                      |   |                          |
| Solid Waste Advisory              | Dave Watterson                |                                 |                      | Quarterly                                   |                          |
| Community Investment Partnership  | John O'Callahan               | Wayne Fournier                  |                      |   |                          |
| Emergency Medical Services        | City of Yelm                  |                                 |                      | 1 <sup>st</sup> Fri, 8:30 am                | 1 <sup>st</sup> Meeting  |
| Emergency Management Council      | Don Moody                     |                                 |                      | 2 <sup>nd</sup> Wed, 7:00 am                | 2 <sup>nd</sup> Meeting  |
| Bucoda/Tenino Healthy Action Team | Jason Lawton                  |                                 |                      |   |                          |
| EDC                               |                               |                                 |                      |   |                          |
| Library                           |                               | John Millard                    | Asian Meade          |   |                          |
| Museum                            | John O'Callahan               |                                 |                      | 1 <sup>st</sup> Wed 3:30pm                  |                          |
| Fire District No. 12              | Dave Watterson                |                                 |                      | 2 <sup>nd</sup> Thu, 11:30-1:00             | 2 <sup>nd</sup> Meeting  |
| Law and Justice Council           | John O'Callahan               | Don Moody                       |                      | 2 <sup>nd</sup> Monday                      | 1 <sup>st</sup> Meeting  |
| Leg Liaison                       | Linda Gotovac                 |                                 |                      | 3 <sup>rd</sup> Thu, 10:00 am               | 2 <sup>nd</sup> Meeting  |
|                                   |                               |                                 |                      |   |                          |
|                                   |                               |                                 |                      |   |                          |
|                                   |                               |                                 |                      |   |                          |

# CITY OF TENINO

## COMMITTEE/COMMISSION APPOINTMENTS

### 2019

| City Commission or Committee      | Primary Representative | Secondary Representative | Staff Representative | Meeting Schedule                            | Council Reporting       |
|-----------------------------------|------------------------|--------------------------|----------------------|---|-------------------------|
| Civil Service Commission          |                        |                          | Maria Rodriguez      |   |                         |
| Planning Commission               | As needed              |                          | John Millard         | 1 <sup>st</sup> Wed, 6 pm                   | 2 <sup>nd</sup> Meeting |
| Finance Committee                 | Dave Watterson         | Linda Gotovac            | John Millard         | Variable, 10 am                             | 1 <sup>st</sup> Meeting |
| Public Safety Committee           | As needed              |                          | Bob Swain            | 1 <sup>st</sup> Wed, 6:30 pm                | 1 <sup>st</sup> Meeting |
| Utilities Committee               | As needed              |                          | Troy Cannon          | 2 <sup>nd</sup> & 3 <sup>rd</sup> Wed, 7 pm | 2 <sup>nd</sup> Meeting |
| External Agency                   | Primary Representative | Secondary Representative |                      | Meeting Schedule                            | Council Reporting       |
| Thurston Regional Plng Council    | Dave Watterson         |                          | SCJ Alliance         |   |                         |
| Transportation Policy Board       | John O'Callahan        |                          |                      |   |                         |
| Tenino School Board               | VACANT                 |                          | John Millard         | 4 <sup>th</sup> Mon, 6:30 pm                | 1 <sup>st</sup> Meeting |
| TCOMM911 Admin Board              | Tracey Wood (Yelm)     |                          |                      |   |                         |
| TCOMM911 Ops Board                | Bob Swain              |                          |                      |   |                         |
| Solid Waste Advisory              | Dave Watterson         |                          |                      | Quarterly                                   |                         |
| Community Investment Partnership  | Dave Watterson         | Wayne Fournier           |                      |   |                         |
| Emergency Medical Services        | City of Yelm           |                          |                      | 1st Fri, 8:30 am                            | 1 <sup>st</sup> Meeting |
| Emergency Management Council      | Bob Swain              |                          |                      | 2nd Wed, 7:00 am                            | 2 <sup>nd</sup> Meeting |
| Bucoda/Tenino Healthy Action Team | Jason Lawton           |                          |                      |   |                         |
| EDC                               |                        | John Millard             | Aslan Meade          |   |                         |
| Library                           |                        |                          |                      | 1 <sup>st</sup> Wed 3:30pm                  |                         |
| Museum                            | John O'Callahan        |                          |                      | 2 <sup>nd</sup> Thu, 11:30-1:00             | 2 <sup>nd</sup> Meeting |
| Fire District No. 12              | Dave Watterson         |                          |                      | 2 <sup>nd</sup> Monday                      | 1 <sup>st</sup> Meeting |
| Law and Justice Council           | John O'Callahan        | Bob Swain                |                      |   |                         |
| Leg Liaison                       | Linda Gotovac          |                          |                      | 3rd Thu, 10:00 am                           | 2 <sup>nd</sup> Meeting |
| VCB                               |                        |                          | Shauna Stewart       |   |                         |
|                                   |                        |                          |                      |   |                         |
|                                   |                        |                          |                      |   |                         |

## Tenino City Council Meeting Tuesday, December 11, 2018

### Minutes

#### WORK SESSION

Convened at 6:30 pm

1. Ms. Naomi Obie, Obie Rentals, is requesting relief from a late charge fee.

For a variety of reasons, the August Utility Bill pertaining to 296 Sussex Avenue was not paid in a timely manner and incurred a late fee. When the account was paid, it was not "paid in full" because the check tendered did not include the \$25 late fee. The check for what would have been the appropriate amount was written prior to, but not received by the City until after, the account was in a late status.

By the time the September bills came out, the account was still overdue and a new check was issued including the amounts due for both August and September, resulting in a credit on the account, but not sufficient to cover the cost of two late fees (\$50).

Obie Rentals contends the credit balance "should" have covered the previous late fee, which, on the surface, is true. But the amount of the credit would have been reduced by \$25 and so still would not have covered the whole amount then due and owing. As can be seen in the Utility Account History statement, attached, there remains a \$27.52 amount still due and owing, despite the size of the credit balance.

Obie admits the first Late Fee was legitimate, but contends the second Late Fee was inappropriate.

The Administration contends that while the second late fee is, in fact, appropriate (the entire balance due and owing at the end of the month for September had not been paid.) This situation is a result of the personnel at City Hall complying with the requirements of the Tenino Municipal Code. If a prior month's bill has not been paid in full by the 10th day of the succeeding month, the account is late and a \$25 late fee is assessed. However, in light of the fact that this account has been in good standing for some time and in light of the fact that Obie Rentals did make a good-faith effort to pay what they thought was the entire amount due and owing, the Administration recommends the City Council grant relief from the \$25 late fee assessed in the month of November, 2018.

Mayor Pro Tem Watterson explained to Council the reason for this request.

2. Breckenridge Property Fund 2016, LLC, purchased the property located at 1424 Old Military Road SE, Tenino, WA 98589, at a Foreclosure sale in the spring of 2018. They did not immediately seek to establish a Utility Account, therefore, the property has been accumulating charges and late fees since January of 2017.

As is well known, the City generally does not get queried about outstanding utility balances at a Foreclosure or Sherrif's sale. Therefore, when the new owners sought to establish utility service, they were faced with an unexpected bill in the amount of \$2469.08, of which, only \$525.00

## City of Tenino City Council Meeting Minutes, December 11, 2018

represents late fees. All the other charges are for water actually consumed (that is, water that flowed through the meter) and facility charges.

The new owners have now brought the account current in order to restore water service, but now ask for relief from at least some of the fees and charges. The Administration recommends relief from all late fees, but recommends no relief be granted from the cost of water actually consumed or from any facility charges. If the Administration's recommendation is accepted, the total cost to restore service at the property would have been \$1984.08 (the cost of water actually consumed, facility charges, and a \$40 new account establishment fee). Since the new owners have paid \$2469.08, they would be entitled to their choice of a credit on the account in the amount of \$485.00, or a refund voucher in the amount of \$485.00

Mayor Pro Tem Watterson explained the property owners request.

### 3. Consolidated Fee Schedule Update.

During the Budget Development Process, some of the planning assumptions included estimates of venues based on anticipated increases in fees and charges.

The 2019 Consolidated Fee Schedule includes:

- 2% increase in water rates

- 3% increase in sewer rates

- Increases in the cost of fees and deposits for City Facilities (Quarry House, Concession Stand, Council Chambers)

- Updated costs of Building Permits due to increases in state-mandated fees

- Updated cost of credit card convenience fees.

Fee schedule discussed.

### 4. In order to access the \$618,000.00 in the Capital Budget appropriated for the infrastructure development for the SW Washington Agriculture and Innovation Park, the EDC must prove "site control" to the Department of Commerce. In discussions with all stakeholders, we determined a long-term lease of that portion of the parcel not occupied by the City's Wastewater Treatment Plant would best meet the requirement.

The proposed lease, below, is for an initial term of 15 years and provides for periodic reviews to ensure the agreement remains responsive to the needs of the parties. The lease fee is a nominal \$10 per year fee, with the expected full benefit of the City to be realized in the form of Business Licenses, Business & Occupation Taxes, and other fees for services generated by the tenants of the Park, once fully operational.

Mayor Pro Tem Watterson and C/T Millard explained the request.

## City of Tenino City Council Meeting Minutes, December 11, 2018

### CALL TO ORDER

Convened at 7:30 pm

### PRESENT

Councilmember Linda Gotovac  
Councilmember Dave Watterson  
Councilmember John O'Callahan  
Councilmember Jason Lawton  
Councilmember Susan Copeland

### 5. AGENDA APPROVAL

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Copeland

### 6. APPROVAL OF MINUTES

**Recommended Action:** Move to approve the minutes for the November 27, 2018 Regular Meeting of the Tenino City Council as written.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Copeland.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Copeland

### CONSENT CALENDAR

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Copeland

7. Vouchers for the period from November 28 through December 11, 2018, inclusive. Expenses of \$119,855.51 consist of:

Payroll EFT's in the amount of \$54,790.49; and

Claims Checks #27791 through #27841 in the amount of \$65,065.02

**Recommended Action:** Move to approve all expenses in the amount of \$119,855.51 for the period beginning November 28, 2018 and ending December 11, 2018.

8. Tenino Short Stop, Stone City Brewing, and Tenino 76 Food Mart all have Liquor License renewals pending.

**Recommended action:** Move to approve the Liquor License renewals for Stone City Brewing, Tenino 76 Food Mart, and Tenino Short Stop Market.

**EXECUTIVE SESSION - None**

**PRESENTATIONS**

9. Ms. Lynzie Calquhoun, Cascades 3D Imaging, will demonstrate the three-dimensional "Virtual Tours" that Mayor Fournier asked about in an effort to better market Tenino's outstanding features.

Lynzie Calquhoun gave a brief demonstration on what she has to offer to the City.

10. Chief Robert Swain will present the first Graduates of the Tenino Citizens Academy.

Chief Swain along with Mayor Pro Tem Watterson presented a certificate of appreciation to Director John Stines for leading the Citizens Academy. Officer Sharp was an instructor for the academy. He also presented certificates to the first Graduates of the Tenino Citizens Academy consisting of John O'Callahan, Leslie Lamb, Tina Lamb, Erin ? and Donna Wilson.

**PUBLIC COMMENTS**

Leslie Lamb 118 McArthur: Leslie thanked Chief Swain, Officers and City for the opportunity to join this academy.

**PUBLIC HEARING - None**

**PROCLAMATIONS**

11. The City Council wishes to proclaim their appreciation to Councilmember Susan Copeland upon her departure from the Council.

Mayor Pro Tem Watterson read into the record a proclamation thanking Councilmember Copeland for her service to the City.

**OLD BUSINESS - None**

**NEW BUSINESS**

12. Obie Rentals seeks relief from a \$25 Late Fee.

**Recommended Action:** Move to relieve Obie Rentals from the Late Fee charged on the November bill.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Copeland

13. Breckenridge Property Fund 2016, LLC, seeks relief from all late fees.

## City of Tenino City Council Meeting Minutes, December 11, 2018

**Recommended Action:** Move to waive all late fees and restore utility service to the property located at 1424 Old Military Road SE, Tenino, WA, 98589 provided new owners agree to pay all amounts now due and owing for the actual cost of goods and services provided or consumed in the approximate amount of \$1984.08.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Copeland

14. The Administration would like to contract with Cascade 3D Imaging for the integration of their "Virtual Tour" services with the City's new website.

**Recommended action:** Move to approve the expenditure of \$400.00 from the General Fund to purchase Cascade 3D Imaging services for the Museum and Ticknor School.

Motion made by Councilmember O'Callahan.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Copeland

15. The Thurston Economic Development Council requires proof of "Site Control" in order to access the \$618,000.00 appropriated for the purpose of infrastructure development at the proposed Southwest Washington Agriculture and Innovation Park (SWAAIP). The 15-year lease, below, would accomplish this purpose.

**Recommended Action:** Move to authorize Mayor Fournier to enter into the lease agreement between the City of Tenino and the Thurston Economic Development Council for the property located at 16402 Old Hwy 99 SE, Tenino, WA, 98589.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Copeland.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Copeland

### RESOLUTIONS

16. Resolution 2018-11 would fix the rates, fees, deposits, and other charges related to the provision of City goods and services.

**Recommended action:** Move to adopt Resolution 2018-11, fixing the City's Consolidated Fee Schedule for 2019.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Copeland

**ORDINANCES**

17. Ordinance 894 would fix the City's 2019 Municipal Budget.

**Recommended Action:** Move to approve as the second reading and to adopt Ordinance 894, fixing the City's Municipal Budget for the year ending December 31, 2019.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.  
Voting Yea: Councilmember Gotovac, Councilmember O'Callahan, Councilmember Lawton,  
Councilmember Copeland  
Voting Nay: Councilmember Watterson

18. Ordinance 895 would amend the City's 2018 Municipal Budget and directs the Clerk/Treasure to take certain actions in anticipation of closing the 2018 fiscal year and setting the conditions for the 2019 Municipal Budget.

**Recommended Action:** Move to approve as the second reading and to adopt Ordinance 895, amending the City of Tenino Municipal Budget for the year ending December 31, 2018.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.  
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Copeland

**REPORTS**

19. Library

- Fire District
- Museum
- None

20. Staff

- Chief of Police
- Director of Public Works
- City Planner
- City Attorney
- Clerk/Treasurer
- Mayor

21. Commissions/Committees

**City of Tenino City Council Meeting Minutes, December 11, 2018**

Civil Service Commission

Park Commission

Planning Commission

Finance Committee

Public Safety Committee

Facade Improvement Grant Review Committee

22. Liaisons

Bucoda/Tenino Healthy Action Team (BTHAT)

Community Investment Partnership (CIP)

Economic Development Council (EDC)

Solid Waste Advisory Board

TCOMM/911

Tenino School Board

Thurston Regional Planning Council (TRPC)

Transportation Policy Board (TPB)

**PUBLIC COMMENTS 2**

**ADJOURNMENT**

8:55 pm

**Consent Calendar consisting of January 1, 2019 through January 8, 2019:**

**Payroll EFT's in the amount of \$32,690.86**

- **Claims Checks #27877 through #27918 in the amount of \$190,536.25**

**for a grand total of \$223,227.11**

**Liquor and Cannabis License Applications/  
Renewals:**

**None**

# CHECK REGISTER

City Of Tenino  
MCAG #: 0757

12/12/2018 To: 01/08/2019

Time: 15:23:08 Date: 01/08/2019  
Page: 2

| Trans | Date       | Type   | Acct # | Chk # | Claimant                              | Amount     | Memo       |
|-------|------------|--------|--------|-------|---------------------------------------|------------|------------|
| 94    | 01/08/2019 | Claims | 5      | 27909 | Tenino Marketfresh                    | 37.08      |            |
| 95    | 01/08/2019 | Claims | 5      | 27910 | Tenino Telephone Co                   | 996.88     |            |
| 96    | 01/08/2019 | Claims | 5      | 27911 | City Of Tenino                        | 1,398.21   |            |
| 97    | 01/08/2019 | Claims | 5      | 27912 | Thurston Co Treasurer                 | 32.93      |            |
| 98    | 01/08/2019 | Claims | 5      | 27913 | Thurston Economic Development Council | 1,250.00   |            |
| 99    | 01/08/2019 | Claims | 5      | 27914 | US Bank Equipment Finance             | 27,926.65  |            |
| 100   | 01/08/2019 | Claims | 5      | 27915 | WA State Treasurer                    | 1,802.93   |            |
| 101   | 01/08/2019 | Claims | 5      | 27916 | WABO                                  | 95.00      |            |
| 102   | 01/08/2019 | Claims | 5      | 27917 | Water & Wastewater Svcs, Inc          | 6,303.00   |            |
| 103   | 01/08/2019 | Claims | 5      | 27918 | Wilson Parts Corporation              | 35.78      |            |
|       |            |        |        |       |                                       | 15,706.26  |            |
|       |            |        |        |       |                                       | 66,474.14  |            |
|       |            |        |        |       |                                       | 1,049.82   |            |
|       |            |        |        |       |                                       | 10,730.66  |            |
|       |            |        |        |       |                                       | 27,926.65  |            |
|       |            |        |        |       |                                       | 27,696.32  |            |
|       |            |        |        |       |                                       | 56,138.57  |            |
|       |            |        |        |       |                                       | 5,556.03   |            |
|       |            |        |        |       |                                       | 11,948.66  |            |
|       |            |        |        |       |                                       | 223,227.11 |            |
|       |            |        |        |       |                                       | Claims:    | 190,536.25 |
|       |            |        |        |       |                                       | Payroll:   | 32,690.86  |

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 \_\_\_\_\_ 2018.

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

# CHECK REGISTER

City Of Tenino  
MCAG #: 0757

12/12/2018 To: 01/08/2019

Time: 15:23:08 Date: 01/08/2019

Page: 1

| Trans | Date       | Type    | Acct # | Chk # | Claimant                                   | Amount    | Memo  |
|-------|------------|---------|--------|-------|--|-----------|---|
| 8     | 01/05/2019 | Payroll | 5      | EFT   | Bennett H Barnes                           | 420.61    |   |
| 9     | 01/05/2019 | Payroll | 5      | EFT   | Wayne R Fournier                           | 554.10    |   |
| 10    | 01/05/2019 | Payroll | 5      | EFT   | Linda Gotovac                              | 46.17     |   |
| 11    | 01/05/2019 | Payroll | 5      | EFT   | Craig S Klumper                            | 3,496.34  |   |
| 12    | 01/05/2019 | Payroll | 5      | EFT   | Jason A Lawton                             | 46.17     |   |
| 13    | 01/05/2019 | Payroll | 5      | EFT   | David A Watterson                          | 46.17     |   |
| 14    | 01/05/2019 | Payroll | 5      | EFT   | Jonathan H White                           | 3,568.45  |   |
| 15    | 01/05/2019 | Payroll | 5      | EFT   | Tyler J Baker                              | 1,361.64  |   |
| 16    | 01/05/2019 | Payroll | 5      | EFT   | Veronica A Barnes                          | 1,260.13  |   |
| 17    | 01/05/2019 | Payroll | 5      | EFT   | Jack W Burnham                             | 772.81    |   |
| 18    | 01/05/2019 | Payroll | 5      | EFT   | Troy LK Cannon                             | 1,757.07  |   |
| 19    | 01/05/2019 | Payroll | 5      | EFT   | Brent L Gibbs                              | 1,804.50  |   |
| 20    | 01/05/2019 | Payroll | 5      | EFT   | John C Millard                             | 1,723.31  |   |
| 21    | 01/05/2019 | Payroll | 5      | EFT   | Denise C Nelson                            | 1,536.76  |   |
| 22    | 01/05/2019 | Payroll | 5      | EFT   | Jason M Plaja                              | 1,677.29  |   |
| 23    | 01/05/2019 | Payroll | 5      | EFT   | Maria Rodriguez                            | 1,239.63  |   |
| 24    | 01/05/2019 | Payroll | 5      | EFT   | Seth D Sharp                               | 1,633.63  |   |
| 25    | 01/05/2019 | Payroll | 5      | EFT   | Robert Swain                               | 1,711.08  |   |
| 26    | 01/05/2019 | Payroll | 5      | EFT   | Timberland Bank                            | 8,035.00  | 941 Deposit for Pay Cycle(s)<br>01/05/2019 - 01/05/2019 |
| 62    | 01/08/2019 | Claims  | 5      | 27877 | AWC/RMSA                                   | 96,938.00 |   |
| 63    | 01/08/2019 | Claims  | 5      | 27878 | AWC  | 1,256.00  |   |
| 64    | 01/08/2019 | Claims  | 5      | 27879 | Ategan Technologies, LLC                   | 815.25    |   |
| 65    | 01/08/2019 | Claims  | 5      | 27880 | BIAS                                       | 7,124.92  |   |
| 66    | 01/08/2019 | Claims  | 5      | 27881 | Baker's Towing                             | 802.46    |   |
| 67    | 01/08/2019 | Claims  | 5      | 27882 | Correct Equipment                          | 2,476.76  |   |
| 68    | 01/08/2019 | Claims  | 5      | 27883 | DMCMA, Judy Ly                             | 150.00    |   |
| 69    | 01/08/2019 | Claims  | 5      | 27884 | DPI Legal & Classified<br>Publishing       | 112.70    |   |
| 70    | 01/08/2019 | Claims  | 5      | 27885 | Dragon Analytical Laboratory               | 170.00    |   |
| 71    | 01/08/2019 | Claims  | 5      | 27886 | Fusion Graphix                             | 1,838.18  |   |
| 72    | 01/08/2019 | Claims  | 5      | 27887 | Joyce Grubb                                | 75.00     |   |
| 73    | 01/08/2019 | Claims  | 5      | 27888 | H D Fowler Co                              | 2,832.22  |   |
| 74    | 01/08/2019 | Claims  | 5      | 27889 | Hillier, Scheibmeir & Kelly, PS            | 796.30    |   |
| 75    | 01/08/2019 | Claims  | 5      | 27890 | J & I Power Equip                          | 5,774.49  |   |
| 76    | 01/08/2019 | Claims  | 5      | 27891 | Joes Refuse                                | 901.86    |   |
| 77    | 01/08/2019 | Claims  | 5      | 27892 | Barbara Johnston                           | 75.00     |   |
| 78    | 01/08/2019 | Claims  | 5      | 27893 | Law Office of Richard L. Hughes<br>PLLC    | 2,756.25  |   |
| 79    | 01/08/2019 | Claims  | 5      | 27894 | Lemay Mobile Shredding                     | 103.60    |   |
| 80    | 01/08/2019 | Claims  | 5      | 27895 | Lewis County Chemical                      | 166.85    |   |
| 81    | 01/08/2019 | Claims  | 5      | 27896 | Gina Moses                                 | 75.00     |   |
| 82    | 01/08/2019 | Claims  | 5      | 27897 | Mountain Mist Water                        | 6.47      |   |
| 83    | 01/08/2019 | Claims  | 5      | 27898 | OLTVCB                                     | 200.00    |   |
| 84    | 01/08/2019 | Claims  | 5      | 27899 | ORCAA                                      | 2,820.30  |   |
| 85    | 01/08/2019 | Claims  | 5      | 27900 | Jeanne Phipps                              | 75.00     |   |
| 86    | 01/08/2019 | Claims  | 5      | 27901 | Pitney Bowes Global Financial<br>Svcs      | 143.51    |   |
| 87    | 01/08/2019 | Claims  | 5      | 27902 | Public Safety Testing                      | 125.00    |   |
| 88    | 01/08/2019 | Claims  | 5      | 27903 | Puget Sound Energy                         | 4,911.77  |   |
| 89    | 01/08/2019 | Claims  | 5      | 27904 | Retail Lockbox Merchant<br>Services, LLC   | 35.00     |   |
| 90    | 01/08/2019 | Claims  | 5      | 27905 | Robert W. Droll, Landscape<br>Architect PS | 5,000.00  |   |
| 91    | 01/08/2019 | Claims  | 5      | 27906 | SCJ Alliance                               | 11,948.66 |   |
| 92    | 01/08/2019 | Claims  | 5      | 27907 | Allen Spector                              | 75.00     |   |
| 93    | 01/08/2019 | Claims  | 5      | 27908 | Take Aim                                   | 76.24     |   |

**Consent Calendar consisting of December 22,  
2018 through December 31, 2018:**

- **Claims Checks #27870 through #27876 in the  
amount of \$8,481.52**

**for a grand total of \$8,481.52**

**Liquor and Cannabis License Applications/  
Renewals:**

**None**

CHECK REGISTER

City Of Tenino  
MCAG #: 0757

12/22/2018 To: 12/31/2018

Time: 15:41:02 Date: 01/08/2019  
Page: 1

| Trans                            | Date       | Type   | Acct # | Chk # | Claimant                        | Amount          | Memo             |
|----------------------------------|------------|--------|--------|-------|---------------------------------|-----------------|------------------|
| 3332                             | 12/31/2018 | Claims | 5      | EFT   | Excise WA State Dept Of Revenue | 2,051.62        | November 2018    |
| 3333                             | 12/31/2018 | Claims | 5      | 27870 | Actionaire Inc                  | 961.39          |                  |
| 3334                             | 12/31/2018 | Claims | 5      | 27871 | Corporate Payment Systems       | 1,053.55        |                  |
| 3335                             | 12/31/2018 | Claims | 5      | 27872 | Language Line Services          | 20.61           |                  |
| 3336                             | 12/31/2018 | Claims | 5      | 27873 | Maria Rodriguez                 | 180.06          |                  |
| 3337                             | 12/31/2018 | Claims | 5      | 27874 | TRPC                            | 1,631.30        |                  |
| 3338                             | 12/31/2018 | Claims | 5      | 27875 | Take Aim                        | 98.01           |                  |
| 3339                             | 12/31/2018 | Claims | 5      | 27876 | Voyager Fleet System            | 2,484.98        |                  |
|                                  |            |        |        |       |                                 | 5,886.86        |                  |
| 001 General Government Fund #001 |            |        |        |       |                                 | 403.65          |                  |
| 101 City Street Fund #101        |            |        |        |       |                                 | 1,355.49        |                  |
| 401 Water Fund                   |            |        |        |       |                                 | 835.52          |                  |
| 410 Sewer Fund                   |            |        |        |       |                                 |                 |                  |
|                                  |            |        |        |       |                                 | <u>8,481.52</u> | Claims: 8,481.52 |

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 \_\_\_\_\_ 2018.

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

**Consent Calendar consisting of December 12, 2018 through December 21, 2018:**

- **Payroll EFT's in the amount of \$20,360.74 and**
- **Claims Checks #27842 through #27869 in the amount of \$27,094.19**

**for a grand total of \$47,454.93**

**Liquor and Cannabis License Applications/  
Renewals:**

# CHECK REGISTER

City Of Tenino  
MCAG #: 0757

12/12/2018 To: 12/21/2018

Time: 15:52:12 Date: 12/20/2018

Page: 1

| Trans                              | Date       | Type    | Acct # | Chk # | Claimant                                   | Amount    | Memo  |
|------------------------------------|------------|---------|--------|-------|--|-----------|---|
| 3185                               | 12/20/2018 | Payroll | 5      | EFT   | Tyler J Baker                              | 1,335.07  | 12/15/18  |
| 3186                               | 12/20/2018 | Payroll | 5      | EFT   | Veronica A Barnes                          | 1,259.43  | 12/15/18  |
| 3187                               | 12/20/2018 | Payroll | 5      | EFT   | Jack W Burnham                             | 884.10    | 12/15/18  |
| 3188                               | 12/20/2018 | Payroll | 5      | EFT   | Troy LK Cannon                             | 1,752.01  | 12/15/18  |
| 3189                               | 12/20/2018 | Payroll | 5      | EFT   | Brent L Gibbs                              | 1,345.94  | 12/15/18  |
| 3190                               | 12/20/2018 | Payroll | 5      | EFT   | John C Millard                             | 1,721.82  | 12/15/18  |
| 3191                               | 12/20/2018 | Payroll | 5      | EFT   | Denise C Nelson                            | 1,276.85  | 12/15/18  |
| 3192                               | 12/20/2018 | Payroll | 5      | EFT   | Jason M Plaja                              | 1,574.09  | 12/15/18  |
| 3193                               | 12/20/2018 | Payroll | 5      | EFT   | Maria Rodriguez                            | 1,075.01  | 12/15/18  |
| 3194                               | 12/20/2018 | Payroll | 5      | EFT   | Seth D Sharp                               | 1,468.94  | 12/15/18  |
| 3195                               | 12/20/2018 | Payroll | 5      | EFT   | Robert Swain                               | 1,715.86  | 12/15/18  |
| 3196                               | 12/14/2018 | Payroll | 5      | EFT   | Timberland Bank                            | 4,951.62  | 941 Deposit for Pay Cycle(s)<br>12/20/2018 - 12/20/2018 |
| 3241                               | 12/21/2018 | Claims  | 5      | 27842 | A Stitch In Time                           | 51.80     |   |
| 3242                               | 12/21/2018 | Claims  | 5      | 27843 | Actionaire Inc                             | 586.30    |   |
| 3243                               | 12/21/2018 | Claims  | 5      | 27844 | Chehalis Tribal Jail                       | 195.00    |   |
| 3244                               | 12/21/2018 | Claims  | 5      | 27845 | Comcast                                    | 340.30    |   |
| 3245                               | 12/21/2018 | Claims  | 5      | 27846 | DPI Legal & Classified<br>Publishing       | 52.19     |   |
| 3246                               | 12/21/2018 | Claims  | 5      | 27847 | Dragon Analytical Laboratory               | 170.00    |   |
| 3247                               | 12/21/2018 | Claims  | 5      | 27848 | Enbody, Dugaw, Enbody                      | 1,620.00  |   |
| 3248                               | 12/21/2018 | Claims  | 5      | 27849 | Gibbs & Olson Inc                          | 3,432.00  |   |
| 3249                               | 12/21/2018 | Claims  | 5      | 27850 | H D Fowler Co                              | 437.48    |   |
| 3250                               | 12/21/2018 | Claims  | 5      | 27851 | Lakeside Industries                        | 196.69    |   |
| 3251                               | 12/21/2018 | Claims  | 5      | 27852 | MRSC                                       | 135.00    |   |
| 3252                               | 12/21/2018 | Claims  | 5      | 27853 | Marin Computer                             | 987.27    |   |
| 3253                               | 12/21/2018 | Claims  | 5      | 27854 | Mountain Mist Water                        | 22.66     |   |
| 3254                               | 12/21/2018 | Claims  | 5      | 27855 | Municipal Code Corporation                 | 7,700.00  |   |
| 3255                               | 12/21/2018 | Claims  | 5      | 27856 | Northstar Chemical, Inc                    | 799.32    |   |
| 3256                               | 12/21/2018 | Claims  | 5      | 27857 | John O'Callahan                            | 19.00     |   |
| 3257                               | 12/21/2018 | Claims  | 5      | 27858 | Puget Sound Energy                         | 3,124.66  |   |
| 3258                               | 12/21/2018 | Claims  | 5      | 27859 | Schaeffer's Mfg. Co.                       | 464.28    |   |
| 3259                               | 12/21/2018 | Claims  | 5      | 27860 | Cheryl Stines                              | 500.00    |   |
| 3260                               | 12/21/2018 | Claims  | 5      | 27861 | Tenino Antique Mall                        | 936.94    |   |
| 3261                               | 12/21/2018 | Claims  | 5      | 27862 | Tenino Marketfresh                         | 37.04     |   |
| 3262                               | 12/21/2018 | Claims  | 5      | 27863 | Thomas L. Meyer                            | 2,250.00  |   |
| 3263                               | 12/21/2018 | Claims  | 5      | 27864 | Thurston Co Public Health &<br>Social Serv | 108.00    |   |
| 3264                               | 12/21/2018 | Claims  | 5      | 27865 | City Of Tumwater                           | 8.44      |   |
| 3265                               | 12/21/2018 | Claims  | 5      | 27866 | USA BlueBook                               | 1,675.60  |   |
| 3266                               | 12/21/2018 | Claims  | 5      | 27867 | Wells Fargo Vendor Fin Serv                | 537.62    |   |
| 3267                               | 12/21/2018 | Claims  | 5      | 27868 | Wilson Parts Corporation                   | 128.34    |   |
| 3269                               | 12/21/2018 | Claims  | 5      | 27869 | The Iron Works                             | 578.26    |   |
|                                    |            |         |        |       |  | 25,857.51 |   |
| 001 General Government Fund #001   |            |         |        |       |  | 25,857.51 |   |
| 002 Quarry Pool Fund #002          |            |         |        |       |  | 438.69    |   |
| 101 City Street Fund #101          |            |         |        |       |  | 2,468.03  |   |
| 310 Municipal Capital Imp Fund 310 |            |         |        |       |  | 1,515.20  |   |
| 401 Water Fund                     |            |         |        |       |  | 6,612.47  |   |
| 402 Water Capital Imp Fund         |            |         |        |       |  | 2,684.00  |   |
| 410 Sewer Fund                     |            |         |        |       |  | 7,879.03  |   |
|                                    |            |         |        |       |  | 47,454.93 |   |
|                                    |            |         |        |       |  | Claims:   | 27,094.19   |
|                                    |            |         |        |       |  | Payroll:  | 20,360.74   |

Rachel Davidson  
360 Lincoln Ave. E.  
Tenino WA 98589  
(360) 402-0537

To Whom It May Concern,

I am writing in strong consideration for the City Council Member position for the City of Tenino. Enclosed you will find my resume for your reference.

I have more than nine years in accounting and business with Department of Fish and Wildlife. Throughout my career I have gained knowledge in overseeing the state budget and maintaining financial accounts for the programs within the department. I believe my skills and knowledge will be a great attribute to working with the team on the City Council. Throughout my career I have also developed loyalty and trust in my fellow team members and exceeded the ability to work with diverse groups of individuals. With my leadership and communication abilities this will pose a tremendous asset to the City Council.

During my career I started the Combined Fund Drive in my office where I and my team held events in which proceeds went to the Little Red School House, a non-profit organization assisting under privileged children with school supplies. Since leaving the department in 2014 I have continued my achievements on the PTSA board raising money for the Tenino schools in various events. I've also worked with different charities/non profits such as; volunteering my time and financial assistance to Raise for Rowyn, a non- profit organization in the City of Tenino. I have also given my time and donations to SafePlace, a shelter for women and their children escaping domestic violence. I am currently working on a youth program at the Cornerstone Community Church for middle and high school age groups in my community. The goal of the youth program is to help them through their personal and social struggles. The youth group will provide them with a safe place to come together and give back to the City of Tenino. I am also a part business owner of Point Blank Targets for recreational shooting. We have generously donated targets to several local police departments and active and/or retired service men and women.

I believe I can bring fresh, new ideas to the board in a courteous and respectful manner. I would love the opportunity to join the City Council bringing my experience and knowledge to the team. I look forward to speaking with you further on my application.

Sincerely,  
Rachel Davidson



**Requirements: Must be a Registered Voter of Thurston County and must have been a resident of Tenino for a period of one (1) year immediately preceding the date of assumption of the office.**

**Commitment:**

- **Two Council meetings per month beginning at 7:30 p.m.**
- **Two workshops per month beginning at 6:30 p.m.**
- **Council Committee meetings as assigned, dates and times vary**
- **Liaison to one City Department**
- **Liaison with outside agencies, dates and times fixed by those agencies**
- **Attend special Council meetings and workshops as needed**
- **Other duties may arise**



# CITY OF TENINO

## City Council Vacancy Application

*(Please type or print clearly)*

**Name as registered:** Rachel Lee Davidson

**Physical Address:** 360 Lincoln Ave E.  
Tenino WA 98589

**Home Phone:** 360-402-0537 **Cell Phone:** 360-402-0537

**Email Address:** rachaelcushing@comcast.net

**How long at Residence:** 1yr **Best time to contact:** Anytime

### **Personal Information (optional):**

Graduated from Tenino High School 2003.

Started employment as an Office Assistant with Department of Fish and Wildlife 2005.

Promoted to General Accounting within the department 2008.

Became a stay at home mom after my third child in 2014.

### **List any prior experience as an elected official:**

No prior experience as an official but can learn quickly.

### **List any applicable work experience:**

I have experience with time sensitive documents while maintaining organization and highly trained in confidentiality with time sensitive material. I also have experience conducted meetings alongside my Supervisor to the Deputy Director and his team.

### **List any applicable experience working with budgets:**

Experience in budget and accounting for more than nine years working with major financial accounts. Maintained credit cards for the agency as well as expense vouchers.

### **Please list three (3) references:**

**Name:** Brynn Johnson

**Address:** \_\_\_\_\_

**Contact Number:** (360) 870-1156

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**Name:** Jen Scharber

**Address:**

**Contact Number:** (360) 269-2865

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**Name:** Caitlin Bates

**Address:**

**Contact Number:** (360) 561-4946

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Council members make recommendations and decisions that affect the entire community.

- 1.) Do you foresee possible conflicts of interest with any of your current employment or civic positions?     Yes (*Please explain on back*)     No
  
- 2.) When making recommendations and decisions do you feel you could be impartial and base your decision on the overall need and benefit of the Community?     Yes     No (*Please explain on back*)
  
- 3.) Are there any days or evenings you are unavailable to meet?  
 Yes (*Please explain on back*)     No

**Signature:** Rachel L. Davidson

**Date:** 10/29/2018

Please return completed form and any additional information to:  
City of Tenino – Attn: City Clerk, 149 Hodgden St South, P.O. Box 4019, Tenino, WA 98589  
Applications may also be submitted electronically to: [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us)  
For more information please call (360) 264-2368

(Sign in sheet should have listing of audience members who wish to participate)

## PUBLIC HEARING PROCEDURE

The public hearing is for public input and discussion of **Text Amendment TA 2019-001**. This public hearing will proceed in an orderly fashion and I would like to ask your cooperation in the following procedure:

Everyone present will be given an opportunity to be heard. The clerk will be recording what is said. Therefore, when you address the Council, please, begin by stating your name and address.

Before hearing from the audience, I am going to introduce **Mr. John Millard, the City's Clerk/Treasurer** to present information about this project.

(presentation)

At this time, the floor is open for comments from the audience. In fairness to all in attendance, each person will be given an opportunity to address the Council for an initial period not to exceed three minutes. If more time is needed, it will be made available after everyone has had a chance to speak. I am requesting the Council members to hold their questions of the public until everyone is done.

(Public gives testimony)

Are there any in the audience who would like to add additional, non-repetitive, information? Council members, do you have any questions of the audience or staff?

The public testimony of this hearing is now closed.

**TEXT AMENDMENT  
Amending TMC 114.100  
2019-001**

**STAFF REPORT: John Millard  
November 27, 2018**

**APPLICANT:** City of Tenino

**REQUEST:** Text Amendment approval, pursuant to Section 100.60.010, Development Code Amendments and Section 100.40.120, Process V, Legislative Review, of the Tenino Municipal Code to amend Chapter 114.100 (Lot Combinations) to add a new Section to be numbered 114.100.040 and titled Lot Split, and to amend the Use Schedule, TMC 108.40.010, to allow agricultural uses in areas currently zoned Public/Semi-Public with an Administrative Use Permit issued by the City.

**SUGGESTED MOTION**

Move to approve Text Amendment 2019-001, finding that the proposed amendment is consistent with the applicable provisions of the Comprehensive Plan; bears a substantial relationship to the welfare of the public; and is in the best interest of the residents of the city.

**STAFF RECOMMENDATION**

Staff recommends **APPROVAL** of Text Amendment 2019-001 based upon finding the request is consistent with the applicable provisions of the Comprehensive Plan; does bear a substantial relationship to the welfare of the public; and is in the best interest of the residents of the city.

**BACKGROUND**

Chapter 114.100, Lot Combinations, of the Tenino Municipal Code allows for the economical combining of two or more properties into one lot and provides the mechanism for doing so. While there are other reasons, oftentimes, a land owner will use this ability in order to create a single, buildable parcel out of several smaller parcels that zoning restrictions would otherwise prohibit the desired use. While this ability has many applications, sometimes a property owner in due course would prefer, for any number of reasons, to split the combined lot and revert back to the prior parcel descriptions. At present, the

only way to “undo” a lot combination is via the sub-division process as set forth in Title 114 of the Tenino Municipal Code and that process is both time-consuming and costly.

The current Use Schedule does not allow for agricultural uses on land zoned Public/Semi-Public. The vision for the SW Washington Agriculture and Innovation Park does include some agricultural processes (such as preserving and packaging locally grown produce, meat, and dairy products) and the only place within the City Limits with enough space to consider these types of activities is on the parcel of land currently occupied by the City’s Wastewater Treatment Plant. While some agricultural uses would not be approved (a fixed slaughterhouse facility, for example) some light agricultural uses are actually very compatible...complementary, in fact....and should be allowed with proper precautions.

**PROPOSAL**

As authorized by TMC 100.40.120 E (2), The City proposes to amend TMC 114.100 by adding a new subsection that would allow the first subsequent owner in due course to split the property along the original parcel divisions without recourse to the subdivision process. Instead, the new subsection would provide for a one-time reversion to the original sub-divided parcels provided that the full legal description for each constituent part of the lot previously combined parcel was available and valid so as to restore each parcel that had been combined to exactly the same dimensions as each parcel had prior to the combination having been formed.

It is also proposed to amend the Schedule of Uses to allow some agricultural uses on land currently zoned Public/Semi-Public, with an Administrative Use Permit issued by the City.

**KEY ISSUES**

This amendment is desired because the City has received requests to “undo” prior Lot Combinations and at present, the only way a single parcel may be subdivided is to pursue a subdivision using one of the processes for subdividing property currently required by the Tenino Municipal Code.

In cases where a single parcel was formed using the Lot Combination Process, the subdivision process could be greatly expedited and could be done at less cost because the survey data for the previous lots would be readily available. If that data could be applied without having recourse to an encumbrance of any sort, it would be greatly to the advantage of the property owner and any potential additional property owners, if the lots could be segregated.

Having additional buildable lots would be a benefit to the City in that the City would realize additional revenues via additional Ad Valorem taxes. Connection of additional properties to the City’s water and sewer systems would help spread the cost of amortizing those systems across additional subscribers, thereby lowering utility rates.

One possible unintended consequence, should the proposed text amendment be adopted, is that subdivision of a combined lot could lead to fewer buildable lots, although the risk of this could be

mitigated by an additional proviso in the proposed Text Amendment that would preclude a reversion to the prior state of affairs should such a subdivision result in fewer buildable parcels

As to the Schedule of Uses, any agricultural use on lands zoned Public/Semi-Public are not allowed. As it exists today, some agricultural practices currently in progress at Tenino High School could be viewed as an unauthorized use. Amending the schedule to authorize certain agricultural activities would preclude any allegation of improper use and prevent any such unauthorized use at the soon-to-be-constructed Agriculture and Innovation Park.

#### SEPA REVIEW

Despite the fact that this Text Amendment meets the Categorical Exemption as outlined in WAC 197-11-800 para 19(b), staff provided and reviewed an environmental checklist to evaluate the impact this proposal will have on the environment. Based on the information contained in the checklist, the Clerk/Treasurer issued a Determination of Nonsignificance (DNS) on December 26, 2018.

The DNS, review memo, and the checklist have been made available to the public and other agencies having jurisdiction. As of the writing of this staff report, no comments have been received in reference to the DNS.

#### LEGAL NOTICE AND PUBLIC COMMENT

Legal notice of this request will be advertised in the Tenino Independent on January 9, 2019 and again on January 23, 2019, 20 days prior to the Public Hearing scheduled for January 22, 2019. As of the writing of this staff report, no comments have been received from the public, and all noticing requirements have been met.

#### FINDINGS FOR APPROVAL OF A LEGISLATIVE DECISION

*The city may amend the text of this chapter or other development regulation only if it finds that:*

*1a. The proposed amendment is consistent with the applicable provisions of the comprehensive plan;*

**The standard is met.** The proposed text amendment would not detract from the character of existing single-family development. Land Use Goal LU 2. The splitting of a formerly combined lot would respectfully include new housing units within existing single-family residential neighborhoods.

*1b. The proposed amendment bears a substantial relation to public health, safety, or welfare; and*  
**The standard is met.** The proposed text amendment improves the ability of landowners within the City to allow for productive use of property that would otherwise not be buildable. The increased density thus created would allow more homes to be connected to the City's water and sewer utilities, thereby

spreading the cost of amortization across a wider base. The provision of safe drinking water and the sanitary disposal of human waste is a definite increase to the public health and safety.

*1c. The proposed amendment is in the best interest of the residents of the city.*

**The standard is met.** As explained in item 1b, above, the ability to spread the costs of amortization of the City’s water and sewer utilities is in the best interests of the residents of the city. Likewise, provision of safe drinking water and the sanitary disposal of human waste supports the City’s Land Use Goal LU 1 in that allowing lot splits would facilitate the building of excellent neighborhoods throughout Tenino.

*2a. The proposed amendment is consistent with the applicable provisions of the comprehensive plan;*

**The standard is met.** The proposed text amendment would not detract from the character of existing P/PS land uses. Natural Resources Goal NR 12. The allowing certain agricultural uses within West Tenino balances the preservation of prairie habitat with commercial and residential development.

*2b. The proposed amendment bears a substantial relation to public health, safety, or welfare; and*

**The standard is met.** The City Council, in its seminal 2018 “Shared Vision” document, articulates economic development as the most important element of the City of Tenino’s planning under the State’s Growth Management Act. Amending the Schedule of Uses brings the Council’s shared vision more in line with reality.

*2c. The proposed amendment is in the best interest of the residents of the city.*

**The standard is met.** As explained in item 2b, above, the ability to bring complementary uses together to achieve the City’s goals is, by definition, in the best interests of the residents of the City.

|                    |
|--------------------|
| <b>ATTACHMENTS</b> |
|--------------------|

**Attachment 1** – SEPA documentation

**Attachment 2** – Noticing and Public Comment (TBP)

**City of Tenino**

*STATE ENVIRONMENTAL POLICY ACT*

**Determination of NonSignificance**

December 26, 2019

Lead agency: City of Tenino

Agency Contact: John Millard, Clerk/Treasurer/(360) 264-2368, [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us)

Agency File Number: Tenino TA-2019-001

Description of proposal – Text Amendment to allow for the restoration of a lot previously combined under Tenino Municipal Code § 114.100

Location of proposal – Not applicable.

City of Tenino, Tenino City Council, (360) 264-2368, [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us)

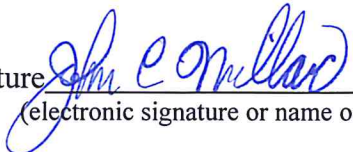
We have reviewed the attached Environmental Checklist and the Lead Agency has determined that this proposal will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c) because there will be no environmental impact. This information is available at: [www.CityofTenino.us](http://www.CityofTenino.us)

This determination is based on the following findings and conclusions:

Proposed Text Amendment would only be available in very limited circumstances and would not result in any activity being permitted (or prohibited) if such activities were not otherwise in accordance with existing land use regulations.

This DNS is issued under WAC 197-11-340(2) and the comment period will end on January 22<sup>nd</sup>, 2019.

John C. Millard, Clerk/Treasurer, (360) 264-2368, PO Box 4019, Tenino, WA 98589, [clerktreasurer@ci.tenino.wa.us](mailto:clerktreasurer@ci.tenino.wa.us):

Signature  \_\_\_\_\_ Date 27 Dec 18 \_\_\_\_\_  
(electronic signature or name of signor is sufficient)

Appeal process: This DNS is issued under WAC 197-11-340; the lead agency will not act on this proposal for 14 days from the date above. Comments and/or appeals must be submitted by Tuesday, January 22, 2019, to the address above.

# SEPA ENVIRONMENTAL CHECKLIST

## ***Purpose of checklist:***

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

## ***Instructions for applicants:***

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. You may use "not applicable" or "does not apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

## ***Instructions for Lead Agencies:***

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

## ***Use of checklist for nonproject proposals:***

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B plus the [SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS \(part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in Part B - Environmental Elements –that do not contribute meaningfully to the analysis of the proposal.

## **A. Background** [\[HELP\]](#)

1. Name of proposed project, if applicable: Tenino Text Amendment TA 2019-001
2. Name of applicant: City of Tenino

3. Address and phone number of applicant and contact person: 149 Hodgden Street S, Tenino, WA 98589 (360) 264-2368

4. Date checklist prepared: December 26, 2018

5. Agency requesting checklist: City of Tenino

6. Proposed timing or schedule (including phasing, if applicable): Public Comment period closes on January 22, 2019.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

No

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

None

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No

10. List any government approvals or permits that will be needed for your proposal, if known.

N/A

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

Text Amendment Tenino TA 2019-001 would provide for the vacation of a lot combination under very specific circumstances. The amendment would also change the City's Schedule of Allowed Uses to provide for agricultural uses on property zoned Public/Semi-Public with an Administrative Use Permit approved by the City.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

N/A

## **B. Environmental Elements**

### **1. Earth**

- a. General description of the site: Not Applicable
  
- b. What is the steepest slope on the site (approximate percent slope)? Not Applicable.
  
- c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils. Not Applicable
  
- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. Not Applicable
  
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. Not Applicable.
  
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. Not Applicable.
  
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? Not Applicable
  
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: Not Applicable.

### **2. Air**

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. Not Applicable.
  
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. Not Applicable.
  
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: Not Applicable.

### **3. Water**

- a. Surface Water:
  - 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. Not Applicable.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. Not Applicable.
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. Not Applicable.
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. Not Applicable.
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. Not Applicable.
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. Not Applicable.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. Not Applicable.
- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. Not Applicable.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. Not Applicable.
- 2) Could waste materials enter ground or surface waters? If so, generally describe.
- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

**4. Plants**

a. Check the types of vegetation found on the site:

- \_\_\_deciduous tree: alder, maple, aspen, other
- \_\_\_evergreen tree: fir, cedar, pine, other
- \_\_\_shrubs
- \_\_\_grass

- \_\_\_ pasture
- \_\_\_ crop or grain
- \_\_\_ Orchards, vineyards or other permanent crops.
- \_\_\_ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- \_\_\_ water plants: water lily, eelgrass, milfoil, other
- \_\_\_ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? Not Applicable.
- c. List threatened and endangered species known to be on or near the site. Not Applicable
- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: Not Applicable.
- e. List all noxious weeds and invasive species known to be on or near the site. Not Applicable.

**5. Animals**

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Not Applicable.

Examples include:

- birds: hawk, heron, eagle, songbirds, other:
- mammals: deer, bear, elk, beaver, other:
- fish: bass, salmon, trout, herring, shellfish, other \_\_\_\_\_

- b. List any threatened and endangered species known to be on or near the site. Not Applicable.
- c. Is the site part of a migration route? If so, explain. Not Applicable.
- d. Proposed measures to preserve or enhance wildlife, if any: Not Applicable.
- e. List any invasive animal species known to be on or near the site. Not Applicable.

**6. Energy and Natural Resources**

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. Not Applicable.
- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. Not Applicable.
- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: Not Applicable.

## **7. Environmental Health**

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

- 1) Describe any known or possible contamination at the site from present or past uses. Not Applicable.
- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity. Not Applicable.
- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project. Not Applicable.
- 4) Describe special emergency services that might be required. Not Applicable.
- 5) Proposed measures to reduce or control environmental health hazards, if any: Not Applicable.

### **b. Noise**

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? Not Applicable.
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. Not Applicable.
- 3) Proposed measures to reduce or control noise impacts, if any: Not Applicable.

## **8. Land and Shoreline Use**

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. Not Applicable.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? Not Applicable.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how: Not Applicable.

- c. Describe any structures on the site. Not Applicable.
- d. Will any structures be demolished? If so, what? Not Applicable.
- e. What is the current zoning classification of the site? Not Applicable.
- f. What is the current comprehensive plan designation of the site? Not Applicable.
- g. If applicable, what is the current shoreline master program designation of the site? Not Applicable.
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. Not Applicable.
- i. Approximately how many people would reside or work in the completed project? Not Applicable.
- j. Approximately how many people would the completed project displace? Not Applicable.
- k. Proposed measures to avoid or reduce displacement impacts, if any: Not Applicable.
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: Not Applicable.
- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any: Not Applicable.

## **9. Housing**

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. Not Applicable.
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. Not Applicable.
- c. Proposed measures to reduce or control housing impacts, if any: Not Applicable.

## **10. Aesthetics**

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? Not Applicable.
- b. What views in the immediate vicinity would be altered or obstructed? Not Applicable.
- b. Proposed measures to reduce or control aesthetic impacts, if any: Not Applicable.

### **11. Light and Glare**

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? Not Applicable.
- b. Could light or glare from the finished project be a safety hazard or interfere with views? Not Applicable.
- c. What existing off-site sources of light or glare may affect your proposal? Not Applicable.
- d. Proposed measures to reduce or control light and glare impacts, if any: Not Applicable.

### **12. Recreation**

- a. What designated and informal recreational opportunities are in the immediate vicinity? Not Applicable.
- b. Would the proposed project displace any existing recreational uses? If so, describe. Not Applicable.
- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: Not Applicable.

### **13. Historic and cultural preservation**

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers ? If so, specifically describe. Not Applicable.
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. Not Applicable.
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. Not Applicable.
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required. Not Applicable.

### **14. Transportation**

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. Not Applicable.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? Not Applicable.
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? Not Applicable.
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). Not Applicable.
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. Not Applicable.
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? Not Applicable.
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe. Not Applicable.
- h. Proposed measures to reduce or control transportation impacts, if any: Not Applicable.

**15. Public Services**

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. Not Applicable.
- b. Proposed measures to reduce or control direct impacts on public services, if any. Not Applicable.

**16. Utilities**

- a. Circle utilities currently available at the site:  
 electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,  
 other \_\_\_\_\_ Not Applicable.
- c. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed. Not Applicable.

**C. Signature**

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: \_\_\_\_\_

Name of signee: John C. Millard

Position and Agency/Organization: Clerk/Treasurer

## ***D. Supplemental sheet for nonproject actions***

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise? None

Proposed measures to avoid or reduce such increases are: Not Applicable.

2. How would the proposal be likely to affect plants, animals, fish, or marine life? None.

Proposed measures to protect or conserve plants, animals, fish, or marine life are: Not Applicable

3. How would the proposal be likely to deplete energy or natural resources? None

Proposed measures to protect or conserve energy and natural resources are: Not Applicable.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands? None

Proposed measures to protect such resources or to avoid or reduce impacts are: Not Applicable

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Proposed measures to avoid or reduce shoreline and land use impacts are:

6. How would the proposal be likely to increase demands on transportation or public services and utilities? None

Proposed measures to reduce or respond to such demand(s) are: Not Applicable.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment. None.



# City of Tenino

## Special Events/Parades

149 Hodgden St. South – P O Box 4019  
Tenino, WA 98589  
(360) 264-2368  
www.ci.tenino.wa.us

### SPECIAL EVENTS/PARADE CONTRACT

I have applied for use as legal representative of Tenino Farmers Market  
(name of organization/group)

I hereby certify, on behalf of my organization, that we understand and agree:

- The User shall procure and maintain for the duration of the agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the premises. The User shall provide a certificate of insurance to the City of Tenino evidencing general liability insurance covering premises, products-completed operations and contractual liability. The City of Tenino shall be named as insured on the Users General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence. The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the City of Tenino. Any insurance, self-insurance, or insurance pool coverage maintained by the City of Tenino shall be excess of the User's insurance and shall not contribute with it. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. This certificate evidencing required insurance shall be provided before using City of Tenino facilities.
- To defend, indemnify and hold harmless the City of Tenino, their officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of premises or from any activity, or thing done, permitted, or suffered by User in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Tenino.
- That permission to use the facilities granted may be revoked or canceled at any time by the City of Tenino and our association will have no claim or right to damages reimbursement for any loss, damage, or expense resulting for revocation or cancellation.
- All parties acknowledge and agree that the City of Tenino reserves the right to revoke this Special Events/Parade Contact for a group/organization at any time.

I have read and understand all conditions, rules, and regulations specified in the Special Events/Parade contract. I am authorized to sign on behalf of the group listed above.

Name (please print) Sherry Ritter Backmann

Address PO Box 554

City Tenino Zip 98589 Phone 360 789 6659

Signature Sherry Ritter Backmann Date 12-18-18

City Approval \_\_\_\_\_ Date \_\_\_\_\_



**City of Tenino**  
**Special Events/Parade Application**

149 Hodgden St. South – P O Box 4019  
Tenino, WA 98589  
(360) 264-2368  
www.ci.tenino.wa.us

Organization: Tenino Farmers Market

Contact Person: Sherry Ritter Bachmann

Address: PO Box 554  
Tenino, WA 98589

Telephone: (360) 789-6659 Fax: ( ) -


Email: sbache@scattercreek.com

1. Purpose of the special event/parade is Saturday Farmers Market  
May through September
2. Description of organizing group Non-Profit Tenino Farmers Market
3. Date(s) and time(s) of special event/parade Saturdays 8am-4pm  
May through Sept 2019
4. There will be an estimated 200 persons,      animals,      floats and      motor vehicles participating or engaging in the special event/parade.
5. Place, area, route or location, as applicable to the special event/parade (please attach a map or describe) Olympia Street South from Sussex to  
Central Ave
6. What portion of the sidewalks and streets indicated will be occupied by the special event/parade
7. Are any temporary structures going to be erected? Yes/ No (circle one) If yes, you must attach plans indicating clearly: a) the type of construction, b) seating arrangements, c) aisle arrangements, d) structural details and calculations of the seats and supports and e) location of all exits. pop up tents

8. Is any open flame going to be used within the structure? Yes No (circle one). If yes, what precautions are to be taken to render it safe? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What provisions have been made for sanitary facilities for persons using the premises?  
Fire Station
10. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00. (see letter)
11. You will furnish evidence to the City Clerk at the time of application of a liability insurance policy as described in the Special Events/Parade Contract.
12. The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/parade permit issued, and to abide by all the rules and regulations of the City of Tenino. We agree that the structure shall not be used as a place of assembly until the Fire Marshal of Thurston Co. Fire Dist. 12 has inspected the entire premises.
13. This application shall be accompanied by a proposed Traffic Control Plan to be reviewed and approved by the Public Works Director.
14. The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regards to other participants in this event.

Sherry Pitts Bach  
Signature of Applicant

*Please answer all questions above. If they do not apply, put N/A. Thank You.*

|   |  |
|---|--|
|  | <p style="text-align: center;"><b>City of Tenino</b><br/> <b><u>Special Events/Parade Application</u></b></p> <p style="text-align: center;">149 Hodgden St. South – P O Box 4019<br/> Tenino, WA 98589<br/> (360) 264-2368<br/> www.ci.tenino.wa.us</p> |
|---|--|

**Special Events/Parade Permit**

A Special Events/Parade permit must be obtained from the City of Tenino by any individual, organization or group that wishes to host an event that may impact City roadways or properties in Tenino.

**Instructions for obtaining a permit**

- Allow a minimum of forty-five (45) days for processing.
- Complete the Special Events/Parade Application form and mail or deliver with all necessary information and attachments.
  - Include a map of the route
  - Attach the event traffic control plan, or identify if City Services are needed.
  - Identify any specific services requested from the City.
- Fees for a permit are based on the level of service required for the City of Tenino during the event. Charges may include traffic control (Tenino Police), setting up cones (Tenino Public Works), etc.
- Submit the form and attachments to:

**Tenino City Hall**  
**149 Hodgden St S**  
**PO Box 4019**  
**Tenino, WA 98589**

- Failure to submit a complete application may result in denial of the use of streets, facilities and/or services.

**Questions?**

Please contact City Hall Staff at (360) 264-2368 for more information.



**City of Tenino**  
**Special Events/Parades**

149 Hodgden St. South – P O Box 4019  
 Tenino, WA 98589  
 (360) 264-2368  
 www.ci.tenino.wa.us

## USER GROUP RESPONSIBILITIES

| To hold a special event or parade in the City of Tenino , your Organization is responsible for:   | Timeline:   |
|---|---|
| Turning in a completed Special Events/Parade Application to the City of Tenino. (late requests will be considered on a space available basis) | 45-60 days before the event                               |
| Providing proof of liability insurance to the City of Tenino (specific insurance guidelines are described on the contract page.)              | At least two (2) weeks prior to the start of the activity |
| Notifying the City of Tenino of cancellation or changes.  | When event is modified or cancelled                       |

| STAFF                         | TITLE                      | DEPARTMENT     | PHONE                            | EMIAL  |
|-------------------------------|----------------------------|----------------|----------------------------------|--|
| Dave Dafoe                    | Public Works Director      | Public Works   | (360) 264-2368<br>(360) 239-9287 | <a href="mailto:daved@ci.tenino.wa.us">daved@ci.tenino.wa.us</a>   |
| Denise Nelson<br>Ronna Barnes | Admin Clerk<br>Court Clerk | Administration | (360) 264-2368                   | <a href="mailto:denise@ci.tenino.wa.us">denise@ci.tenino.wa.us</a><br><a href="mailto:ronna@ci.tenino.wa.us">ronna@ci.tenino.wa.us</a> |
| John Hutchings                | Chief of Police            | Police         | (360) 264-2626                   | <a href="mailto:jfhutch@ci.tenino.wa.us">jfhutch@ci.tenino.wa.us</a>   |

**DEPARTMENT USE ONLY:**

Department Approval:

Public Works Director: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Marshal: \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

Administration: Jim Colombo Date: 18 Dec 18

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Approved / Denied (circle one) Date: \_\_\_\_\_

City Official: \_\_\_\_\_ Title: \_\_\_\_\_

PERMIT # 20 19 - 001

| Internal Use Only |             |                   |      |      |
|-------------------|-------------|-------------------|------|------|
| Amount            | Description | BARS              | TR # | Date |
| \$100.00          | Fee         | 001..322.90.00    |      |      |
| \$500.00          | Deposit     | 001..389.00.00.02 |      |      |
|                   | Refund      | 001..586.00.00.02 | Ck#  |      |
|                   |             |                   |      |      |



# Tenino Farmers Market

Saturdays 10am to 3pm | May thru September



Market Season, 2019

Tenino City Council;

The Tenino Farmers Market is requesting your consideration to approve the use of Olympia Street for our 2019 market season and to waive the Special Event fee. This would include the Market having the use of the street for Oregon Trail Days. We thank the City Council and appreciate that you approved our request for 2017 and 2018.

Tenino Farmers Market staff are responsible for posting the street closure signs every market Saturday, requiring no assistance from city staff.

The Market move to Olympia Street has been a successful undertaking, both for the Market and the City of Tenino. Our total vendors and annual sales have increased every year since being on Olympia Street.

This year will be the 15<sup>th</sup> anniversary of the Market. We are planning special events and celebrations, which we think will attract more new visitors into Tenino and area businesses. We find that many market customers visit other local businesses and are very interested in learning more about our historical, beautiful city.

In addition to providing a community gathering place, the market provides nutritious foods. Through the Full Circle Harvest program funded by Timberland Bank, the market gives out \$4 coupons to promote healthy food choices for low income seniors, individuals and families, and to all children who visit the market. The market also participates in the WIC and Senior Farmers Market Nutrition Programs, and beginning in 2017 we accepted SNAP/EBT cards.

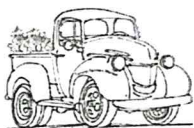
The market location on Olympia Street is a positive experience for vendors and customers. We have room for expansion and it is central for ease of access. The surfaces are more conducive to accommodate wheelchairs, walkers and canes.

The Market has worked with O Bee Credit Union to coexist during their Saturday business hours. We have taken responsibility to store and place redirection signs for access to the credit union. Our vendors are out of their parking lot prior to their opening and customers are discouraged from using that lot until after 1PM.

Thank you for your consideration to our request. We look forward to the upcoming market season and the continued support of the city.

Respectfully,

Sherry Ritter Bachmann, Tenino Farmers Market Board Secretary



Established 2005

### **Tenino Farmers Market Board**

John Kesting, President

Carol Roden, Vice President

Sherry Ritter Bachmann, Secretary

PHoebe Kesting, Treasurer

Kenneth A. Jones, Member At Large for Local Outreach

Cassandra Baines, Member At Large for Surrounding Communities Outreach

Barbara Roderick, Member at Large, Outreach for Lions Club and Grange

### **Tenino Farmers Market Manager**

Bridget Fosse

### **Tenino Farmers Market Management Team**

Mitch Broadbent, Site Manager

John Kesting, Farmer/Producer Vendor Representative

Sherry Ritter Bachmann, Crafter/Artisan Vendor Representative

# CITY OF TENINO COMMITTEE/COMMISSION APPOINTMENTS 2018

| City Commission or Committee      | Primary Representative        | Secondary Representative        | Staff Representative | Meeting Schedule                            | Council Reporting        |
|-----------------------------------|-------------------------------|---------------------------------|----------------------|---|--------------------------|
| Civil Service Commission          |                               |                                 | Maria Rodriguez      |   |                          |
| Planning Commission               | As needed                     |                                 | John Millard         | 1 <sup>st</sup> Wed, 6 pm                   | 2 <sup>nd</sup> Meeting  |
| Finance Committee                 | Dave Watterson                | Susan Copeland                  | John Millard         | Variable, 10 am                             | 1 <sup>st</sup> Meeting  |
| Public Safety Committee           | As needed                     |                                 | Don Moody            | 1 <sup>st</sup> Wed, 6:30 pm                | 1 <sup>st</sup> Meeting  |
| Utilities Committee               | As needed                     |                                 | Troy Cannon          | 2 <sup>nd</sup> & 3 <sup>rd</sup> Wed, 7 pm | 2 <sup>nd</sup> Meeting  |
| <b>External Agency</b>            | <b>Primary Representative</b> | <b>Secondary Representative</b> |                      | <b>Meeting Schedule</b>                     | <b>Council Reporting</b> |
| Thurston Regional Ping Council    | Dave Watterson                |                                 | Katrina VanEvery     |   |                          |
| Transportation Policy Board       | John O'Callahan               |                                 |                      |   |                          |
| Tenino School Board               | Susan Copeland                |                                 | John Millard         |   |                          |
| TCOMM911 Admin Board              | Tracey Wood (Yelm)            |                                 |                      |   |                          |
| TCOMM911 Ops Board                | Don Moody                     |                                 |                      |   |                          |
| Solid Waste Advisory              | Dave Watterson                |                                 |                      | Quarterly                                   |                          |
| Community Investment Partnership  | John O'Callahan               | Wayne Fournier                  |                      |   |                          |
| Emergency Medical Services        | City of Yelm                  |                                 |                      | 1 <sup>st</sup> Fri, 8:30 am                | 1 <sup>st</sup> Meeting  |
| Emergency Management Council      | Don Moody                     |                                 |                      | 2 <sup>nd</sup> Wed, 7:00 am                | 2 <sup>nd</sup> Meeting  |
| Bucoda/Tenino Healthy Action Team | Jason Lawton                  |                                 |                      |   |                          |
| EDC                               |                               |                                 |                      |   |                          |
| Library                           |                               | John Millard                    | Asian Meade          |   |                          |
| Museum                            | John O'Callahan               |                                 |                      | 1 <sup>st</sup> Wed 3:30pm                  |                          |
| Fire District No. 12              | Dave Watterson                |                                 |                      | 2 <sup>nd</sup> Thu, 11:30-1:00             | 2 <sup>nd</sup> Meeting  |
| Law and Justice Council           | John O'Callahan               | Don Moody                       |                      | 2 <sup>nd</sup> Monday                      | 1 <sup>st</sup> Meeting  |
| Leg Liaison                       | Linda Gotovac                 |                                 |                      | 3 <sup>rd</sup> Thu, 10:00 am               | 2 <sup>nd</sup> Meeting  |
|                                   |                               |                                 |                      |   |                          |
|                                   |                               |                                 |                      |   |                          |
|                                   |                               |                                 |                      |   |                          |

# CITY OF TENINO

## COMMITTEE/COMMISSION APPOINTMENTS

### 2019

| City Commission or Committee      | Primary Representative | Secondary Representative | Staff Representative | Meeting Schedule                            | Council Reporting       |
|-----------------------------------|------------------------|--------------------------|----------------------|---|-------------------------|
| Civil Service Commission          |                        |                          | Maria Rodriguez      |   |                         |
| Planning Commission               | As needed              |                          | John Millard         | 1 <sup>st</sup> Wed, 6 pm                   | 2 <sup>nd</sup> Meeting |
| Finance Committee                 | Dave Watterson         | Linda Gotovac            | John Millard         | Variable, 10 am                             | 1 <sup>st</sup> Meeting |
| Public Safety Committee           | As needed              |                          | Bob Swain            | 1 <sup>st</sup> Wed, 6:30 pm                | 1 <sup>st</sup> Meeting |
| Utilities Committee               | As needed              |                          | Troy Cannon          | 2 <sup>nd</sup> & 3 <sup>rd</sup> Wed, 7 pm | 2 <sup>nd</sup> Meeting |
| External Agency                   | Primary Representative | Secondary Representative |                      | Meeting Schedule                            | Council Reporting       |
| Thurston Regional Plng Council    | Dave Watterson         |                          | SCJ Alliance         |   |                         |
| Transportation Policy Board       | John O'Callahan        |                          |                      |   |                         |
| Tenino School Board               | VACANT                 |                          | John Millard         | 4 <sup>th</sup> Mon, 6:30 pm                | 1 <sup>st</sup> Meeting |
| TCOMM911 Admin Board              | Tracey Wood (Yelm)     |                          |                      |   |                         |
| TCOMM911 Ops Board                | Bob Swain              |                          |                      |   |                         |
| Solid Waste Advisory              | Dave Watterson         |                          |                      | Quarterly                                   |                         |
| Community Investment Partnership  | Dave Watterson         | Wayne Fournier           |                      |   |                         |
| Emergency Medical Services        | City of Yelm           |                          |                      | 1st Fri, 8:30 am                            | 1 <sup>st</sup> Meeting |
| Emergency Management Council      | Bob Swain              |                          |                      | 2nd Wed, 7:00 am                            | 2 <sup>nd</sup> Meeting |
| Bucoda/Tenino Healthy Action Team | Jason Lawton           |                          |                      |   |                         |
| EDC                               |                        | John Millard             | Aslan Meade          |   |                         |
| Library                           |                        |                          |                      | 1 <sup>st</sup> Wed 3:30pm                  |                         |
| Museum                            | John O'Callahan        |                          |                      | 2 <sup>nd</sup> Thu, 11:30-1:00             | 2 <sup>nd</sup> Meeting |
| Fire District No. 12              | Dave Watterson         |                          |                      | 2 <sup>nd</sup> Monday                      | 1 <sup>st</sup> Meeting |
| Law and Justice Council           | John O'Callahan        | Bob Swain                |                      |   |                         |
| Leg Liaison                       | Linda Gotovac          |                          |                      | 3rd Thu, 10:00 am                           | 2 <sup>nd</sup> Meeting |
| VCB                               |                        |                          | Shauna Stewart       |   |                         |
|                                   |                        |                          |                      |   |                         |
|                                   |                        |                          |                      |   |                         |

## Council Report for 1-8-2019

1. WWTP: During the Month of December, the treatment plant continues to perform optimally, all testing parameters are well below permit levels. We need to purchase a new VFD for MBR Blower #3.

Flows: Influent total flow = 2.807 MG

Average daily flow = 0.091 MG

Max daily flow = 0.105 MG

Total gallons wasted = 43,340 gallons

2. Ty and myself finished the class to be Stormwater Inspector.

3. The Cannabis Northwest project on McClellan street will be starting next week. I am having a pre construction meeting tomorrow at 830 am on site.

4. Water: Working on meters and replacing water meter boxes and lids that need to be replaced.

Cleaning around water tanks, getting ready to have the tanks cleaned and serviced.

**Distributions of State Collected Revenues  
 For Calendar Year 2018**

**Tenino**

| Source                            | Date of Distribution | Distribution Amount | Cumulative Distribution |
|-----------------------------------|----------------------|---------------------|-------------------------|
| 002 Liquor Excise Tax             | 01/31/2018           | 2,076.80            | 2,076.80                |
|                                   | 04/30/2018           | 2,439.99            | 4,516.79                |
|                                   | 07/31/2018           | 2,059.48            | 6,576.27                |
|                                   | 10/31/2018           | 1,370.91            | 7,947.18                |
|                                   | 11/14/2018           | 1,076.48            | 9,023.66                |
| 005 Local Sales & Use Tax         | 01/31/2018           | 15,906.15           | 15,906.15               |
|                                   | 02/28/2018           | 21,475.62           | 37,381.77               |
|                                   | 03/30/2018           | 15,918.58           | 53,300.35               |
|                                   | 04/30/2018           | 16,081.60           | 69,381.95               |
|                                   | 05/31/2018           | 23,287.69           | 92,669.64               |
|                                   | 06/29/2018           | 17,963.62           | 110,633.26              |
|                                   | 07/31/2018           | 21,273.58           | 131,906.84              |
|                                   | 08/31/2018           | 20,305.77           | 152,212.61              |
|                                   | 09/28/2018           | 19,998.03           | 172,210.64              |
|                                   | 10/31/2018           | 18,582.58           | 190,793.22              |
|                                   | 11/30/2018           | 29,706.50           | 220,499.72              |
|                                   | 12/31/2018           | 20,585.02           | 241,084.74              |
| 006 Liquor Profits                | 03/30/2018           | 3,698.05            | 3,698.05                |
|                                   | 06/29/2018           | 3,697.82            | 7,395.87                |
|                                   | 09/28/2018           | 3,697.43            | 11,093.30               |
|                                   | 12/31/2018           | 3,697.07            | 14,790.37               |
| 015 Local Sales Tax Interest      | 01/31/2018           | 20.34               | 20.34                   |
|                                   | 02/28/2018           | 20.17               | 40.51                   |
|                                   | 03/30/2018           | 22.83               | 63.34                   |
|                                   | 04/30/2018           | 20.00               | 83.34                   |
|                                   | 05/31/2018           | 19.46               | 102.80                  |
|                                   | 06/29/2018           | 32.54               | 135.34                  |
|                                   | 07/31/2018           | 26.33               | 161.67                  |
|                                   | 08/31/2018           | 40.20               | 201.87                  |
|                                   | 09/28/2018           | 34.45               | 236.32                  |
|                                   | 10/31/2018           | 32.48               | 268.80                  |
|                                   | 11/30/2018           | 34.61               | 303.41                  |
|                                   | 12/31/2018           | 52.47               | 355.88                  |
| 01B Motor Vehicle Fuel Tax Cities | 01/31/2018           | 2,902.54            | 2,902.54                |
|                                   | 02/28/2018           | 3,015.00            | 5,917.54                |
|                                   | 03/30/2018           | 2,760.05            | 8,677.59                |
|                                   | 04/30/2018           | 2,630.30            | 11,307.89               |
|                                   | 05/31/2018           | 3,175.26            | 14,483.15               |
|                                   | 06/29/2018           | 3,099.63            | 17,582.78               |
|                                   | 07/31/2018           | 2,714.60            | 20,297.38               |
|                                   | 08/31/2018           | 3,654.40            | 23,951.78               |
|                                   | 09/28/2018           | 3,315.11            | 27,266.89               |
|                                   | 10/31/2018           | 3,402.47            | 30,669.36               |
|                                   | 11/30/2018           | 2,973.34            | 33,642.70               |
|                                   | 12/31/2018           | 3,199.37            | 36,842.07               |

01S MVFT Refund Cities

**Distributions of State Collected Revenues  
 For Calendar Year 2018**

**Tenino**

| Source  | Date of Distribution | Distribution Amount | Cumulative Distribution |
|---|----------------------|---------------------|-------------------------|
|   | 02/28/2018           | 38.88               | 38.88                   |
| 021 Local Criminal Justice                    | 01/31/2018           | 2,518.22            | 2,518.22                |
|   | 02/28/2018           | 3,199.14            | 5,717.36                |
|   | 03/30/2018           | 2,402.99            | 8,120.35                |
|   | 04/30/2018           | 2,277.70            | 10,398.05               |
|   | 05/31/2018           | 2,933.27            | 13,331.32               |
|   | 06/29/2018           | 2,568.73            | 15,900.05               |
|   | 07/31/2018           | 2,804.21            | 18,704.26               |
|   | 08/31/2018           | 3,097.34            | 21,801.60               |
|   | 09/28/2018           | 2,947.69            | 24,749.29               |
|   | 10/31/2018           | 2,915.63            | 27,664.92               |
|   | 11/30/2018           | 3,169.60            | 30,834.52               |
|   | 12/31/2018           | 2,828.10            | 33,662.62               |
| 026 Criminal Justice - Population             | 01/31/2018           | 250.00              | 250.00                  |
|   | 04/30/2018           | 250.00              | 500.00                  |
|   | 07/31/2018           | 250.00              | 750.00                  |
|   | 10/31/2018           | 250.00              | 1,000.00                |
| 081 Marijuana Excise Tax                      | 03/30/2018           | 3,527.76            | 3,527.76                |
|   | 06/29/2018           | 1,599.61            | 5,127.37                |
|   | 09/28/2018           | 1,315.48            | 6,442.85                |
|   | 12/31/2018           | 1,315.41            | 7,758.26                |
| 25A DUI - Cities                              | 01/31/2018           | 65.98               | 65.98                   |
|   | 04/30/2018           | 65.97               | 131.95                  |
|   | 07/31/2018           | 65.97               | 197.92                  |
|   | 10/31/2018           | 65.96               | 263.88                  |
| 27A CJ Special Programs                       | 01/31/2018           | 458.24              | 458.24                  |
|   | 04/30/2018           | 458.22              | 916.46                  |
|   | 07/31/2018           | 477.15              | 1,393.61                |
|   | 10/31/2018           | 477.19              | 1,870.80                |
| 38B City Assistance Account                   | 03/30/2018           | 8,323.03            | 8,323.03                |
|   | 06/29/2018           | 10,259.93           | 18,582.96               |
|   | 09/28/2018           | 11,923.10           | 30,506.06               |
|   | 12/31/2018           | 10,043.32           | 40,549.38               |
| 82B Multimodal Transportation Revenue City    | 03/30/2018           | 628.02              | 628.02                  |
|   | 06/29/2018           | 627.98              | 1,256.00                |
|   | 09/28/2018           | 627.92              | 1,883.92                |
|   | 12/31/2018           | 627.85              | 2,511.77                |
| 83B Motor Vehicle Transportation Revenue City | 03/30/2018           | 549.53              | 549.53                  |
|   | 06/29/2018           | 549.49              | 1,099.02                |
|   | 09/28/2018           | 549.43              | 1,648.45                |

# Distributions of State Collected Revenues For Calendar Year 2018

## Tenino

| Source | Date of Distribution | Distribution Amount | Cumulative Distribution |
|--------|----------------------|---------------------|-------------------------|
|        | 12/31/2018           | 549.38              | 2,197.83                |
|        |                      | Total:              | 391,950.14              |
|        |                      | Population:         | 1,785                   |
|        |                      | Per Capita:         | 219.58                  |

## Clerk/Treasurer Council Meeting Report January 8, 2019

### Budget:

- **2018 Budget:**
  - Total revenues are 74.8% of projections (+3.4%)
    - General Fund Only: 96.7%
  - Total expenditures are 63.2% of projections (+4.5%)
    - General Fund Only: 96%
  - Target: **93.8%**
  
- **Current status (2019 Budget) is:**
  - Total revenues are 0.8% of projections (+ 0.8%)
  - Total expenditures are 5.7% of projections (+5.7%)
  - Target: **3.8%**
  
- **Grants and Other Funding:**
  - Y-T Trail Extension Feasibility Study – Stakeholder #2: December 18, 2018
  - Wayfinding Signs – Ready for delivery
  - 2018 TC Heritage Grant – Closed Out
  - CDBG/Quarry Pool Renovation: RFP to be published NLT February 15, 2019
  - PoO Small Cities Grant – No change
  - Veterans’ Memorial and Wall: Approximately 95% complete. Working interpretive signs. Reimbursement received from Thurston County.
  - Working LEXIPOL reimbursement through RMSA

### Other business:

- **Annual agreement renewals:**
  - South Sound Seniors
  - Tenino Food Bank
  - Economic Development Council
  
- **New agreements:**
  - Experience Olympia & Beyond (VCB)
  - SCJ Alliance (Municipal Planning Services)
  - SOW for City Hall evaluation