

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, December 22, 2020 at 7:30 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

1. Agenda for the December 22, 2020 Regular Meeting of the Tenino City Council

Recommended action: Move to approve the Agenda for the December 22, 2020 Regular Meeting of the Tenino City Council as presented.

APPROVAL OF MINUTES

2. Minutes for the December 8, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the December 8, 2020, Regular Meeting of the Tenino City Council as presented.

CONSENT CALENDAR

3. Payroll EFT's in the amount of \$26,904.17 and Claims Checks #29566 through #29587, and other EFT's in the amount of \$44,724.85 for a Grand Total of \$71,629.02.

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

4. Liquor and Cannabis Licenses or Renewals:

New Licenses: None

Renewals: Tenino 76 Food Mart

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

5. After additional coordination with the City Attorney, the Administration remains committed to extending the lease to the Ag Park Property for a total period of 17-1/2 years.

Recommended action: Move to approve the extension of the Ag Park Lease to a total period of 17-1/2 years.

NEW BUSINESS

6. With the departure of C/T Millard, the Administration requests he be removed from the Signature Cards for all City banking and investing accounts and replaced with Court Clerk Ronna Barnes. The Administration also requests that Utility Clerk Jen Scharber be added to the Signature Cards for all bank accounts.

Recommended action: Move to approve the replacement of C/T Millard by Court Clerk Barnes on all City bank and investment accounts and to add Utility Clerk Jen Scharber to all bank accounts.

RESOLUTIONS

ORDINANCES

REPORTS

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

2. Minutes for the December 8, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the December 8, 2020, Regular Meeting of the Tenino City Council as presented.

City Council Meeting
Tuesday, December 08, 2020

Minutes

WORK SESSION

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

PRESENT

Councilmember Linda Gotovac

Councilmember Jason Lawton

Councilmember Rachel Davidson

ABSENT

Councilmember John O'Callahan

In the interest of time, and after the discussion on Tax Increment Financing, Mayor Fournier called upon Chief Lougheed and C/T Millard to give their normal reports. Chief Lougheed reported that Officer Thornburg had given notice and December will be his last month with the City. C/T Millard reported his efforts since the last meeting were directed at grant reimbursements and the continued refining of the 2021 budget.

1. Ms. Suzanne Dale Estey, Executive Director of the Washington Economic Development Association, is advocating that Washington Municipalities lobby their state legislators to authorize *Tax Increment Financing*, which captures a property's appreciated value by using its increased property taxes to finance infrastructure improvements that benefit a designated area.

Mr. Michael Cade, Executive Directory of the Thurston Economic Development Council, supports this effort.

Councilmember Gotovac desires that the Tenino City Council deliberate upon this issue.

Councilmember Gotovac wanted to know more about Tax Increment Financing, but no one from the City had any more information available than was included in the emails from Ms. Estey and Mr. Michael Cade, Executive Director of the Thurston Economic Development Council.

Mayor Fournier directed C/T Millard to coordinate with the Washington Economic Development Association to have them present more information at the Council's second meeting in January, 2021.

CALL TO ORDER

Called to order at 7:30 pm with Mayor Fournier

PRESENT

Councilmember Linda Gotovac

Councilmember Jason Lawton

Councilmember Rachel Davidson

ABSENT

Councilmember John O'Callahan

AGENDA APPROVAL

- 2. Agenda for Tuesday, December 8, 2020.

Recommended action: Move to approve the Agenda for Tuesday, December 8, 2020, as presented with two additional items of Old Business: 1) to consider the extension of the lease for the Ag Park Property to the EDC and 2) to consider Amendment No. 3 to the On-Call Agreement between Gibbs & Olson and the City for the extension of the City's sewer and water infrastructure to the Ag Park property.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

APPROVAL OF MINUTES

- 3. Minutes of the November 24, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the Minutes of the November 24, 2020, Regular Meeting of the Tenino City Council as presented.

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

CONSENT CALENDAR

- 4. Payroll EFT's in the amount of \$57,281.58 and Claims Checks #29531 through #29565, and other EFT's in the amount of \$71,306.76 for a Grand Total of \$128,588.34.

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

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

- 5. Liquor and Cannabis Licenses or Renewals:

New Licenses: None

Renewals: None

EXECUTIVE SESSION

None.

PRESENTATIONS

6. Mr. Cutter Copeland has made application for, and Mayor Fournier wishes to appoint him as, City Councilmember, Position #2. If confirmed, Mr. Copeland would be seated for the duration of the term vacated by the resignation of former Councilmember Dave Watterson. That term expires on December 31, 2023.

Mr. Copeland presents himself tonight in order to answer any questions the Council, or any individual Councilmember, may have for him.

Recommended action: Move to confirm Mr. Cutter Copeland as Councilmember, Position #2.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

None.

OLD BUSINESS

(Added during Agenda Approval) As the EDC prepares to construct the first building on the Ag Park Property, they must meet the site control requirement established by the Washington State Department of Commerce. The requirement is to show "site control" for a minimum of 15 years and so they request an extension of the lease to an initial term of 17.5 years from the date of the original lease.

Recommended action: Move to authorize the lease extension document once it has been vetted by the City Attorney.

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

(Added during Agenda Approval) Amendment No. 3 to the On-Call agreement between Gibbs & Olson (received on Tuesday, December 8, 2020) would provide the City Engineer with an additional \$5,500.00 to reimburse them for the additional time and expenses required to manage the construction contract and perform all contract close-out procedures. This amendment is required due to the City's request to have the reclaimed water line installed as part of the project.

Recommended action: Move to authorize Amendment No. 3 after vetting with the City Attorney.

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

NEW BUSINESS

None.

RESOLUTIONS

- 7. Proposed Resolution 2020-05 would establish the Consolidated Fee Schedule for 2021.

Recommended action: Move to approve Resolution 2020-05 as presented.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

ORDINANCES

- 8. Ordinance 915 would amend the 2020 budget by directing the Clerk/Treasurer to execute a series of transactions in order to:

- Close the SWWAAIP Trust Fund
- Preclude the Quarry Pool and Street Funds from ending the year with negative balances.
- Reduce the balances of the Water and Sewer Funds to an amount consistent with their proprietary purposes and increase the balances of the Water Capital Improvement and Sewer Capital Improvement Funds.

Recommended action: Move to approve as a second reading and to adopt Ordinance 915 as presented.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac as the second reading and adoption.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

- 9. Ordinance 916 would adopt the proposed 2021 Municipal Budget.

The 2021 Budget is a balanced budget, the significant features of which are:

- A 3% Cost of Living Adjustment for the City's employees
- A fifth Public Works Employee to operate the Septage Receiving Station
- The purchase or lease of a new Police Cruiser and two Emergency Response Vehicles for Public Works

- The inclusion of two street projects: Ritter Street and Hodgden Street
- The construction of a Composting Facility (including the rental of a belt press)

Recommended action: Move to approve as a second reading and to adopt Ordinance 916 as presented.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac as the second reading and adoption.

Voting Yea: Councilmember Gotovac, Councilmember Lawton, Councilmember Davidson.

Motion passes 3/0.

REPORTS

10. 1) Chamber of Commerce: Councilmember Gotovac reported the Tenino Holiday House is doing great. The monies received for this will primarily go to the paving of the parking lot behind the mini mall.
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) Fire District #12. Mayor Fournier reported the District has proposed another version of an Interlocal Agreement and that it is unfavorable to the City. City Attorney Hughes has proposed mediation because the two agencies have been unable to agree on the price terms.
 - 5) Library
 - 6) Museum
 - 7) Tenino Community Service Center
11. 1) ARCH Commission. Councilmember Gotovac reports that the ARCH Commission will stand-up again during January of 2021.
 - 2) Civil Service Commission
 - 3) Facade Improvement Grant Review Committee
 - 4) Finance Committee
 - 5) Planning Commission
 - 6) Public Safety Committee
12. 1) Chief of Police. Chief Lougheed gave her report during the Work Session.
 - 2) Director of Public Works
 - 3) City Planner / Building Official
 - 4) City Attorney

- 5) Clerk/Treasurer. C/T Millard gave his report during the Work Session.
 - 6) Mayor
13. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Community Investment Partnership (CIP)
 - 3) Solid Waste Advisory Board
 - 4) South Thurston Economic Development Initiative (STEDI)
 - 5) TCOMM/911
 - 6) Tenino School Board
 - 7) Thurston Regional Planning Council (TRPC)
 - 8) Transportation Policy Board

PUBLIC COMMENTS 2

Mr. George Sharp, in his capacity with the Tenino Chamber of Commerce, wishes everyone to know that the Tenino Chamber is sponsoring the "Light Up Tenino Holiday Decorating Contest." Information is available on the Chamber's Facebook Page at:

<https://www.facebook.com/TeninoAreaChamberofCommerce>

ANNOUNCEMENTS

Councilmember Gotovac announced the Christmas Tree Lighting Ceremony was held at Valley View Clinic this past Saturday night, December 5. Mayor Fournier commented that it was very well attended.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 7:52 pm.

File Attachments for Item:

3. Payroll EFT's in the amount of \$26,904.17 and Claims Checks #29566 through #29587, and other EFT's in the amount of \$44,724.85 for a Grand Total of \$71,629.02.

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

CHECK REGISTER

3. City Of Tenino
 MCAG #: 0757

12/09/2020 To: 12/22/2020

Time: 13:46:21 Date: 12/22/2020
 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4459	12/09/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4467	12/10/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4480	12/11/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	15.00	
4498	12/15/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	3.75	
4501	12/15/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4504	12/15/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4507	12/15/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
4529	12/16/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4539	12/20/2020	Payroll	5	EFT	Veronica A Barnes	1,505.12	
4540	12/20/2020	Payroll	5	EFT	Miles Cannon	1,575.33	
4541	12/20/2020	Payroll	5	EFT	Troy LK Cannon	1,982.40	
4542	12/20/2020	Payroll	5	EFT	Samantha L Garcia	1,404.56	
4543	12/20/2020	Payroll	5	EFT	Brent L Gibbs	1,892.59	
4544	12/20/2020	Payroll	5	EFT	Kristi L Lougheed	1,881.61	
4545	12/20/2020	Payroll	5	EFT	John C Millard	1,836.19	
4546	12/20/2020	Payroll	5	EFT	Jason M Plaja	2,094.16	
4547	12/20/2020	Payroll	5	EFT	Maria Rodriguez	1,255.68	
4548	12/20/2020	Payroll	5	EFT	Jennifer N Scharber	1,172.01	
4549	12/20/2020	Payroll	5	EFT	Seth D Sharp	1,737.67	
4550	12/20/2020	Payroll	5	EFT	Robert D Thornburg	1,603.05	
4551	12/20/2020	Payroll	5	EFT	Timberland Bank	6,963.80	941 Deposit for Pay Cycle(s) 12/20/2020 - 12/20/2020
4560	12/17/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	2.50	
4571	12/18/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4584	12/22/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	5.00	
4587	12/22/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	1.25	
4590	12/22/2020	Claims	5	EFT	Retail Lockbox Merchant Services, LLC	8.75	
4594	12/22/2020	Claims	5	29566	911 Supply - Keizer	725.33	
4595	12/22/2020	Claims	5	29567	Comcast	341.96	
4596	12/22/2020	Claims	5	29568	Dragon Analytical Laboratory	360.00	
4597	12/22/2020	Claims	5	29569	Gibbs & Olson Inc	3,402.28	
4598	12/22/2020	Claims	5	29570	Green Property Management	223.49	506800.10 - 873 LINCOLN AVE E
4599	12/22/2020	Claims	5	29571	H D Fowler Co	9,150.52	
4600	12/22/2020	Claims	5	29572	Interstate Battery Of Tacoma	453.49	
4601	12/22/2020	Claims	5	29573	Mountain Mist Water	58.82	
4602	12/22/2020	Claims	5	29574	Puget Sound Energy	2,601.54	
4603	12/22/2020	Claims	5	29575	Quill	20.29	
4604	12/22/2020	Claims	5	29576	Rochester Lumber	946.29	
4605	12/22/2020	Claims	5	29577	SCJ Alliance	8,590.93	
4606	12/22/2020	Claims	5	29578	Tenino Marketfresh	46.23	
4607	12/22/2020	Claims	5	29579	Thurston-Mason Behavior Health Org	138.61	
4608	12/22/2020	Claims	5	29580	TreeTop Products	129.89	
4609	12/22/2020	Claims	5	29581	Tribeca Transport LLC	6,115.56	
4610	12/22/2020	Claims	5	29582	United Rentals Inc	2,730.62	
4611	12/22/2020	Claims	5	29583	Verizon Wireless (Cell)	663.73	
4612	12/22/2020	Claims	5	29584	WA State Auditor	2,836.35	

CHECK REGISTER

3. City Of Tenino
MCAG #: 0757

12/09/2020 To: 12/22/2020

Time: 13:46:21 Date: 12/22/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4613	12/22/2020	Claims	5	29585	Wilson Parts Corporation	53.42	
4625	12/22/2020	Claims	5	29586	Tags Awards & Specialties	74.39	
4626	12/22/2020	Claims	5	29587	Right Systems Inc	4,993.61	
						36,785.06	
001 General Government Fund #001						28.72	
002 Quarry Pool Fund #002						663.81	
101 City Street Fund #101						6,827.68	
310 Municipal Capital Imp Fund 310						4,498.66	
401 Water Fund						453.49	
402 Water Capital Imp Fund						7,059.29	
410 Sewer Fund						15,312.31	
421 Sewer Capital Improvement Fund							
						<u>71,629.02</u>	
						Claims:	44,724.85
* Transaction Has Mixed Revenue And Expense Accounts						Payroll:	26,904.17

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

DATED this _____ day of _____ 2020.

Clerk/Treasurer

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

4.

File Attachments for Item:

4. Liquor and Cannabis Licenses or Renewals:

New Licenses: None

Renewals: Tenino 76 Food Mart

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 12/06/2020

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO
(BY ZIP CODE) FOR EXPIRATION DATE OF 20210331

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. R.A.P. CORP.	TENINO 76 FOOD MART 397 SUSSEX ST W TENINO	368396	GROCERY STORE - BEER/WINE
	WA 98598 0000		

File Attachments for Item:

5. After additional coordination with the City Attorney, the Administration remains committed to extending the lease to the Ag Park Property for a total period of 17-1/2 years.

Recommended action: Move to approve the extension of the Ag Park Lease to a total period of 17-1/2 years.

**FIRST AMENDMENT
TO
LEASE AGREEMENT**

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this “Amendment”) is made and entered into this _____ day of December, 2020, by and between the CITY OF TENINO, a Washington municipal corporation (“Lessor”) and THURSTON ECONOMIC DEVELOPMENT COUNCIL CENTER FOR BUSINESS & INNOVATION, a subdivision of Thurston County Economic Development Council, a Washington non-profit corporation (“Lessee”) (collectively, the “Parties”), who are parties to that certain Lease Agreement dated December 11, 2018 (the “Lease”), as to that portion of the Tenino Wastewater Treatment Plant property located at 16402 Old Hwy. 99 SE as depicted in **Exhibit A** to the Lease and legally described therein (the “Property”). Any terms not defined herein shall have the meaning ascribed to them in the Lease.

RECITALS

WHEREAS, the Parties mutually wish to amend the Lease Agreement.

CONSIDERATION

NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED that the Lease between the Parties is hereby amended as follows:

1. Extension of Initial Term. The initial term of fifteen (15) years contained in the Lease shall be amended to seventeen (17.5) years beginning as of January 1, 2019.

2. Option to Extend. Section 1(c) shall be deleted and replaced in its entirety as follows:

“Lessee shall have two (2) options to extend the Lease for an additional period of five (5) years (“Option Term”) at Lessee’s sole discretion. Such Option Term may be exercised only by written notice to Lessor no later than six (6) months prior to the expiration of the then correct term.”

3. Evaluation. Section 1(e) shall be added to the Lease as follows:

“The Parties will meet and evaluate progress of the Agricultural Park on an annual basis. The sufficiency of the progress observed, as determined by the Parties’ respective governing bodies, shall have no bearing on Lessee’s options to extend as set forth in Section 1(c) herein.”

[SIGNATURES ON NEXT PAGE]

THE REST AND REMAINDER of the Lease shall remain in full force and effect and is affirmed and ratified by the signature of the Parties.

**LESSOR:
CITY OF TENINO**

By: _____
Wayne Fournier
Its: Mayor

**LESSEE:
THURSTON ECONOMIC
DEVELOPMENT COUNCIL CENTER
FOR BUSINESS & INNOVATION, a
subdivision of Thurston Economic
Development Council**

By: _____
Michael F. Cade
Its: Executive Director

ATTEST:

By: _____
John C. Millard
Its: Clerk / Treasurer

[NOTARY ACKNOWLEDGEMENTS ON NEXT PAGE]

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that Wayne Fournier is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of the CITY OF TENINO, a Washington municipal corporation, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: this _____ day of _____, 2020.

Print Name: _____
Notary Public for the state of Washington
Residing at: _____
Appointment Expires: _____

STATE OF WASHINGTON)
) ss.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that Michael F. Cade is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Executive Director of THURSTON ECONOMIC DEVELOPMENT COUNCIL, a Washington non-profit corporation, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: this _____ day of _____, 2020.

Print Name: _____
Notary Public for the state of Washington
Residing at: _____
Appointment Expires: _____