

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, February 14, 2023 at 7:00 PM

Agenda

WORK SESSION

- [1.](#) RV ordinance Discussion

Recommended Action: Discussion Only

CALL TO ORDER

AGENDA APPROVAL

- [2.](#) Agenda for the Regular Meeting of the 2/14/23.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- [3.](#) Meeting Minutes for 1/24/2023

Recommended Action: Motion to approve 1/24/2023 meeting minutes as presented.

CONSENT CALENDAR

- [4.](#) Consent Calendar consisting of January 25, 2023 through February 14, 2023:

Payroll EFT's in the amount of \$50,116.11

Claims Checks #31163 through #31219 and EFT's in the amount of \$193,572.86

for a grand total of \$243,688.97

Liquor Cannabis License: Landmark Tavern

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

EXECUTIVE SESSION

PRESENTATIONS

- [5.](#) Presentation from South Thurston Fire regarding First Due

Recommended Action: None

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

- 6. Stone Carver Lease Amendment. This Amendment will extend the current 1 year lease to 5 years.

Recommended Action: Review and motion to approve Stone Carver Lease Amendment.

- 7. Commercial Brokers Agreements. City of Tenino would enter into Agreements with Kidder Mathews to assist the City with structuring ground lease rates in the ag park.

Recommended Action: Review and motion to approve Agreements with Kidder Mathews.

- 8. Thurston County Heritage Grant Acceptance of \$4,261.09

Recommended Action: Accept the Thurston County Heritage Grant

RESOLUTIONS

ORDINANCES

REPORTS

- 9. 1) Chamber of Commerce

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

 - 2) Façade Improvement Grant Review Committee
 - 3) Finance Committee
 - 4) Planning Commission
 - 5) Public Safety Committee

11. 1) Chief of Police
- 2) Director of Public Works
- 3) City Planner
- 4) Code Enforcement/Building Inspector
- 5) PARC Specialist
- 6) City Attorney
- 7) Clerk/Treasurer
- 8) Mayor
12. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Solid Waste Advisory Board
- 3) TCOMM/911
- 4) Tenino School Board
- 5) Thurston Regional Planning Council (TRPC)
- 6) Transportation Policy Board
- 7) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

1.

File Attachments for Item:

1. RV ordinance Discussion

Recommended Action: Discussion Only

ORDINANCE _____

**AN ORDINANCE OF THE CITY OF TENINO,
WASHINGTON, ADDING CHAPTER [fill in],
RECREATIONAL VEHICLE AND TRAVEL TRAILER
TEMPORARY OCCUPANCY, TO THE TENINO
MUNICIPAL CODE**

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WHEREAS, a recreational vehicle or travel trailer (collectively “RV”) located in a residential lot within the City of Tenino for conditional temporary occupancy is beneficial to residents who may need family or friends nearby for to assist with safety and care, who have family or friends in the process of relocating, and for various other reasons; and

WHEREAS, the City currently allows under TMC 108.40.140 for temporary stays in permitted RV parks; and

WHEREAS, the City must balance the benefits of temporary RV occupancy on residential lots with problems that may be associated with unrestricted occupancy.

NOW THEREFORE, the City Council of the City of Tenino, Washington, do ordain as follows:

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

Section II. A new chapter numbered _____, and titled “Temporary Occupancy of Recreational Vehicles on Residential Lots,” shall be added to the Tenino Municipal Code as described in Exhibit A attached hereto, made part hereof, and incorporated herein by reference.

Section III. This Ordinance shall become effective five (5) days after publication as required by law.

Adopted by the Tenino City Council and approved by its Mayor this _____ day of August, 2022.

Wayne Fournier, Mayor

Attest:

Jen Scharber, Acting Clerk/Treasurer

First reading: [date]
Second reading: [date]

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Approved as to Form:

Richard L. Hughes, City Attorney

Temporary Occupancy of Recreational Vehicle or Travel Trailer

A recreational ~~v~~ehicle (RV) or ~~t~~ravel ~~t~~railer located on a residential lot of record may be temporarily occupied for a time period of 120 days subject to compliance with the standards set forth in this Section. Recreational vehicles, travel trailers or tents located within a recreational vehicle park or other public areas are ~~not~~ subject to other standards set forth in ~~this section~~ the Tenino Municipal Code, or as established by City Staff consistent with the Tenino Municipal Code.

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- 1. Temporary occupancy of a recreational vehicle or travel trailer is permitted in all appropriate zones when in compliance with the following:

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A. ~~Within the city limits, only a recreational vehicle or travel trailer located on a lot developed with a principal dwelling unit or dwelling under construction or remodel may be occupied for the temporary time of up to 120-60 days, and be renewed up to an additional 60 days, as determined by the City without submission of another permit application. Occupancy of RVs or travel trailers on developed residential property of less than 30 consecutive days within a 120-day period do not need City approval.~~

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B. Recreational vehicles or travel trailers shall be in good working order and maintained such that their appearance is not unsightly as determined by the City in such a condition as to provide for safe and effective use, and not be more than 10 years old.

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Commented [RH1]: Excluding 30 day periods should reduce the administrative burden for the city.

~~C. A recreational vehicle or travel trailer parked on a public right of way or easement shall not be occupied.~~

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~~D.C.~~ Recreational vehicles or travel trailers shall not be placed in critical areas or their associated buffers.

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Commented [RH2]: I don't think you want to have this here. There may be Boise decision implications.

D. Recreational vehicles or travel trailers shall have access to adequate power and water at the site. In addition, *through the permitting process, methods of wastewater disposal shall be established.* If connection to the City sewer system is established through an approved connection, the property owner will be charged \$25.00 per month on the utility customer's utility bill. No grey or black water shall be discharged on the property. Any evidence of such will cause immediate revocation of the temporary occupancy permit. The utility customer will be responsible for any unpaid charges as a result of occupancy of an RV or trailer on the corresponding residential property.

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~~D.~~
b.a. City staff will prepare an application for temporary occupancy consistent with this ordinance. All proposals applications for temporary occupancy of Recreational Vehicle or Travel Trailer permit within City limits shall include

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a statement of the type of recreational vehicle, how water and sewer services will be provided.

~~E.~~ No generators are allowed to power the recreational vehicle or travel trailer under this permit.

~~E.F.~~ Garbage and sanitation shall be disposed of in a manner approved by the City.

~~G.~~ Recreational vehicles or travel trailers shall only be placed in side yards or back yards of the lot instead of the front of a residence. Where a house exists on the neighboring property, a minimum of 10' clearance shall be maintained from the property lines. ~~Establishment of use can not/cannot impact neighboring properties. All City standards related to a single-family/single-family dwelling shall apply unless specifically changed here.~~ A maximum of 1 RV or trailer is allowed per lot.

~~F.H.~~ At the discretion of the City, temporary occupancy of an RV or travel trailer shall include a site plan or map showing proposed placement of the RV or travel trailer on the property.

~~— All proposals for temporary occupancy of RV or travel trailer within City limits shall include a site plan showing proposed placement of RV or travel trailer on parcel.~~

~~H.I.~~ The recreational vehicle or travel trailer shall be removed from the lot within 14 days after expiration of the temporary occupancy period except the recreational vehicle or travel trailer may remain on site unoccupied if the person or entity in control of the ~~the~~ property is the legal or registered owner, subject to any City requirements for storage of recreational vehicles or travel trailers.

~~I.J.~~ ~~A recreational vehicle or travel trailer may be occupied for up to 14 days per year without a temporary use permit.~~

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~~2.~~ ~~An approval for the temporary occupancy of a recreational vehicle or travel trailer is valid for a maximum of 120 days when in compliance with this standard. Extensions of this approval may be granted on a case by case basis, when needed, for an additional 120 days.~~

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~~4.2.~~ Unless specifically different here, all City codes must be met. The occupancy of RVs and travel trailers on residential property is not intended to modify the amend any other section of the Tenino Municipal Code pertaining to the use, parking, storage, abandonment of RV's and travel trailers, or any other section generally.

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~~3.~~ ~~This ordinance will expire 1 year from time of adoption unless extended by the City Council. During this period there will only be 10 permits allowed at any one time City staff will have discretion to limit the number of permits for occupancy issued as described herein based on the City's financial and staffing capacity.~~

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~~5.4.~~ Violation of a temporary occupancy permit shall be punishable as a class 1 civil infraction pursuant RCW 7.80.120, in addition to other civil penalties that may be applicable to such violation, such as for vehicle abandonment.

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File Attachments for Item:

3. Meeting Minutes for 1/24/2023

Recommended Action: Motion to approve 1/24/2023 meeting minutes as presented.

City Council Meeting
Tuesday, January 24, 2023

Minutes

WORK SESSION

Mayor Fournier convened the work session at 7:00 pm with

PRESENT

Councilmember Linda Gotovac
Councilmember Elaine Klamn
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Rachel Davidson.

1. Planning Commission has been working on a proposed Temporary RV permit.

Recommended Action: None, Discussion Only

Discussion only regarding the proposed RV permit.

CALL TO ORDER

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

PRESENT

Councilmember Linda Gotovac
Councilmember Elaine Klamn
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Rachel Davidson

AGENDA APPROVAL

2. Agenda for the Regular Meeting of the 1/24/23.

Recommended Action: Motion to approve the agenda as presented.

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

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

Motion passes 5/0.

APPROVAL OF MINUTES

3. Meeting Minutes for 1/10/2023

Recommended Action: Motion to approve 1/10/2023 meeting minutes as presented.

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

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

Motion passes 5/0.

CONSENT CALENDAR

4. Consent Calendar consisting of January 11, 2023 through January 24, 2023:

Payroll EFT's in the amount of \$39,645.69

Claims Checks #31137 through #31162 and EFT's in the amount of \$96,738.86

for a grand total of \$136,384.55

Liquor Cannabis License: 1776 Bar, Three Amigos (Don Juans), Tenino VFW

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

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

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

Motion passes 5/0.

EXECUTIVE SESSION

None

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

5. Proclamation for Tenino's Sesquicentennial Year

Recommended Action: Motion to proclaim 2023 Tenino's Sesquicentennial Year

Mayor Fournier read the proclamation into the record.

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

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

Motion passes 5/0.

OLD BUSINESS

None

NEW BUSINESS

6. Tenino Community Service Center introducing their new program that is a non-governing board represented by Tenino High School students learning about Tenino Food Bank, and the City Government.

Recommended Action: none

RESOLUTIONS

None

ORDINANCES

None

REPORTS

7. **1) Chamber of Commerce**
- 2) Economic Development Council (EDC)**
- 3) South Thurston Economic Development Initiative (STEDI)**
- 4) ARCH Commission**
- 5) Experience Olympia & Beyond (VCB)**
- 6) South Thurston Fire**
- 7) Library**
- 8) Museum**
- 9) Tenino Community Service Center**
- 3) South Thurston Economic Development Initiative (STEDI):** Mayor Fournier reminded everyone of the Sesquicentennial Year that is scheduled for a celebration July 8th, 2023 in the park. They also toured the new buildings and offices for the County.
- 6) South Thurston Fire:** Councilmember O'Callahan reported they are taking applications for an empty seat on the Fire Commission Board.
- 7) Library:** Linda McKinney handed out to Mayor and Council a summary of the increases of book rentals/sales from 2022. The date for the increase in open days and times has been

moved back to March 2023. They will soon have access to the Dolly Parton Foundation with more citizens being able to obtain books.

9) Tenino Community Service Center: Caden from the Tenino High School gave a report on behalf of the Community Center stating Hunger Action Day will be held 2/7/23. They will be having fundraising Bingo at the Eagles on 2/10/2023 for \$2.00 per card.

8. 1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

4) Planning Commission: Mayor Fournier reported there is a vacancy on the Commission and invited anyone to apply as you do not have to be a resident inside the City limits.

9. 1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) PARC Specialist

6) City Attorney

7) Clerk/Treasurer

8) Mayor

1) Chief of Police: Mayor Fournier reported Chief has been working on getting a contract to purchase fuel through the School District.

2) Director of Public Works: Mayor Fournier reported they are preparing to pour concrete for the playground.

7) Clerk/Treasurer: C/T Scharber reported she has been working with the Auditors. We have a new employee in the office who is working out well, and will bring her to the next council meeting for introductions.

8) Mayor: Mayor Fournier reported he has been attending the meetings on the Supreme Living housing to State wants to purchase for sex offenders in Maytown. The legislature is in session for 2023. The PARC commission is working on a grant for the Stone Carvers to upgrade their

offices and equipment. He is working on a grant to improve the bathrooms at the park and pool areas. He held a meeting today regarding the Ag Park. The 1st building bids are going out soon.

10. 1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Legislature

1) Bucoda/Tenino Healthy Action Team (BTHAT): Councilmember Lawton stated the Team will be attending a rally at the Capitol on Thursday at 4:30 pm regarding the anti abortion law.

4) Tenino School Board: Superintendent Endicott reported they have had a very busy start to the new year. Tonight is senior night for the Boys Basketball Team. They honored a past student last Saturday with issuing her, her diploma for graduating High School.

5) Thurston Regional Planning Council (TRPC): Councilmember O'Callahan reported for both TRPC and TPB stating they are working on future priorities for Thurston County. Both commissions also sent a letter against the new airport proposal.

6) Transportation Policy Board

7) Legislature: Councilmember Gotovac stated there is no new news for the City.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

The Fire Fighters Crab Feed Fundraiser will be held on March 4th from 4:00 pm - 7:00 pm at the Fire Station.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 8:24 pm.

File Attachments for Item:

4. Consent Calendar consisting of January 25, 2023 through February 14, 2023:

Payroll EFT's in the amount of \$50,116.11

Claims Checks #31163 through #31219 and EFT's in the amount of \$193,572.86 for a grand total of \$243,688.97

Liquor Cannabis License: Landmark Tavern

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



NOTICE OF LIQUOR LICENSE APPLICATION

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

License Division - P.O. Box 43098
Olympia, WA 98504-3098
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: <http://lcb.wa.gov>

TO: 3400R OF TENINO/CITY OF TENINO
RE: NEW APPLICATION

RETURN TO: localauthority@sp.lcb.wa.gov

DATE: 2/08/23

UBI: 605-010-473-001-0001

License: 353746 -20 County: 34
Tradename: LANDMARK TAVERN

APPLICANTS:

LANDMARK TAVERN LLC

Loc Addr: 313 SUSSEX AVE W
TENINO WA 98589-9343

GRUBBS, JEFF

1969-04-11

Mail Addr: PO BOX 5446
LACEY WA 98509-5446

PRESLEY, MELINDA C

(Spouse) 1967-02-03

PRESLEY, ROBERT K

1964-12-06

Phone No.: 360-701-3411 JEFF GRUBBS

Privileges Applied For:

SPIRITS/BR/WN REST LOUNGE +
KEGS TO GO

As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI desk at (360) 664-1724.

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you approve of applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process) | | |
| 4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. | | |

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE

**Consent Calendar consisting of January 25, 2023,
through February 14, 2023:**

Payroll EFT's in the amount of \$50,116.11

- **Claims Checks #31163 through #31219 and
EFT's in the amount of \$193,572.86**

for a grand total of \$243,688.97.

Liquor and/or Cannabis License requests:

CHECK REGISTER

01/25/2023 To: 02/14/2023

Time: 16:05:25 Date: 02/14/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
450	02/14/2023	Claims	5	31191	NASRO	40.00	
451	02/14/2023	Claims	5	31192	Olympia Copy & Printing	168.20	
452	02/14/2023	Claims	5	31193	PB Electronics Inc	49.00	
453	02/14/2023	Claims	5	31194	Peak Software Systems, Inc	4,049.75	
454	02/14/2023	Claims	5	31195	Pitney Bowes Global Financial Svcs	518.55	
455	02/14/2023	Claims	5	31196	Puget Sound Energy	7,228.31	
456	02/14/2023	Claims	5	31197	Quill	91.87	
457	02/14/2023	Claims	5	31198	RTS Enviromental LLC	5,500.00	
458	02/14/2023	Claims	5	31199	Right Systems Inc	2,199.49	
459	02/14/2023	Claims	5	31200	Maria Rodriguez	17.19	
460	02/14/2023	Claims	5	31201	SCJ Alliance	3,925.75	
461	02/14/2023	Claims	5	31202	Tenino Chamber Of Commerce	50.00	
462	02/14/2023	Claims	5	31203	Tenino Telephone Co	1,978.70	
463	02/14/2023	Claims	5	31204	City Of Tenino	1,619.42	
464	02/14/2023	Claims	5	31205	That Hose Guy	37.45	
465	02/14/2023	Claims	5	31206	Thurston Co Auditor	2,512.16	
466	02/14/2023	Claims	5	31207	Thurston Co Env Health	128.00	
467	02/14/2023	Claims	5	31208	Thurston Co Public Health & Social Serv	810.00	
468	02/14/2023	Claims	5	31209	Thurston Co Treasurer	15.78	
469	02/14/2023	Claims	5	31210	Thurston-Mason Behavior Health Org	145.21	
470	02/14/2023	Claims	5	31211	USA BlueBook	556.93	
471	02/14/2023	Claims	5	31212	Utilities Underground Location	15.48	
472	02/14/2023	Claims	5	31213	Verizon Wireless (Cell)	835.46	
473	02/14/2023	Claims	5	31214	Voyager Fleet System	2,379.50	
474	02/14/2023	Claims	5	31215	WA Assoc of Sheriffs & Police Chiefs	60.00	
475	02/14/2023	Claims	5	31216	WA State Auditor	2,426.35	
476	02/14/2023	Claims	5	31217	WA State Treasurer	566.45	
477	02/14/2023	Claims	5	31218	WABO	95.00	
478	02/14/2023	Claims	5	31219	Wilson Parts Corporation	507.60	
001 General Government Fund #001						71,602.36	
002 Quarry Pool Fund #002						2,063.35	
101 City Street Fund #101						7,040.11	
310 Municipal Capital Imp Fund 310						66,158.34	
401 Water Fund						18,411.92	
402 Water Capital Imp Fund						37,832.71	
410 Sewer Fund						40,580.18	

243,688.97	Claims:	193,572.86
	Payroll:	50,116.11

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
257	01/27/2023	Payroll	5	EFT	AWC Benefits Trust	11,946.71	Pay Cycle(s) 12/01/2022 To 12/31/2022 - AWC Disability; Pay Cycle(s) 12/20/2022 To 12/20/2022 - AWC; Pay Cycle(s) 12/16/2022 To 12/31/2022 - AWC; Pay Cycle(s) 12/16/2022 To 12/31/2022 - AWC Disability
311	02/05/2023	Payroll	5	EFT	Robert A Auderer	2,553.84	
312	02/05/2023	Payroll	5	EFT	Christopher A Backus	2,410.28	
313	02/05/2023	Payroll	5	EFT	Veronica A Barnes	1,943.38	
314	02/05/2023	Payroll	5	EFT	Troy LK Cannon	2,844.84	
315	02/05/2023	Payroll	5	EFT	Rene Durand	2,123.40	
316	02/05/2023	Payroll	5	EFT	Brent L Gibbs	2,846.05	
317	02/05/2023	Payroll	5	EFT	Drew Johnson	2,641.25	
318	02/05/2023	Payroll	5	EFT	Aaron Lee	2,007.17	
319	02/05/2023	Payroll	5	EFT	Alec C McClelland	2,662.91	
320	02/05/2023	Payroll	5	EFT	Cole Plaja	1,656.11	
321	02/05/2023	Payroll	5	EFT	Jason M Plaja	2,834.44	
322	02/05/2023	Payroll	5	EFT	Derrick Prosser	2,221.22	
323	02/05/2023	Payroll	5	EFT	Jessica Reeves-Rush	1,724.37	
324	02/05/2023	Payroll	5	EFT	Maria Rodriguez	1,943.21	
325	02/05/2023	Payroll	5	EFT	Jennifer N Scharber	2,303.61	
326	02/05/2023	Payroll	5	EFT	Courtney N Sheldon	1,321.76	
327	02/05/2023	Payroll	5	EFT	Rachel L Davidson	137.62	
328	02/05/2023	Payroll	5	EFT	Wayne R Fournier	1,305.83	
329	02/05/2023	Payroll	5	EFT	Linda Gotovac	183.50	
330	02/05/2023	Payroll	5	EFT	Effie E Klamm	137.62	
331	02/05/2023	Payroll	5	EFT	Jason A Lawton	137.62	
332	02/05/2023	Payroll	5	EFT	John J O'Callahan	229.37	
422	02/14/2023	Claims	5	31163	ALS Group USA, Corp	491.00	
423	02/14/2023	Claims	5	31164	AWC	16,904.82	
424	02/14/2023	Claims	5	31165	Advanced Electrical Technologies	1,057.36	
425	02/14/2023	Claims	5	31166	AmeriSafe	604.01	
426	02/14/2023	Claims	5	31167	American Fence Rental LLC	147.74	
427	02/14/2023	Claims	5	31168	Applied Industrial Technologies	9,950.00	
428	02/14/2023	Claims	5	31169	Robert A Auderer	42.09	
429	02/14/2023	Claims	5	31170	Awards West	219.11	
430	02/14/2023	Claims	5	31171	Barcott Construction LLC	37,832.71	
431	02/14/2023	Claims	5	31172	Chehalis Tribal Jail	85.00	
432	02/14/2023	Claims	5	31173	Corporate Payment Systems	356.90	
433	02/14/2023	Claims	5	31174	Correct Equipment	5,616.87	
434	02/14/2023	Claims	5	31175	Day Wireless Systems	870.21	
435	02/14/2023	Claims	5	31176	Rene Durand	55.10	
436	02/14/2023	Claims	5	31177	East County Guns Centralia	1,000.00	
437	02/14/2023	Claims	5	31178	Enbody, Dugaw, Enbody	900.00	
438	02/14/2023	Claims	5	31179	FCS Group	7,303.75	
439	02/14/2023	Claims	5	31180	Gibbs & Olson Inc	19,045.45	
440	02/14/2023	Claims	5	31181	Grit City Conti	41,447.81	
441	02/14/2023	Claims	5	31182	H D Fowler Co	109.50	
442	02/14/2023	Claims	5	31183	Interstate Automotive Inc	1,938.35	
443	02/14/2023	Claims	5	31184	Joes Refuse	1,146.59	
444	02/14/2023	Claims	5	31185	Law Office of Richard L. Hughes PLLC	1,725.00	
445	02/14/2023	Claims	5	31186	Lewis County Chemical	558.99	
446	02/14/2023	Claims	5	31187	Lexipol, LLC	4,217.11	
447	02/14/2023	Claims	5	31188	Lincoln Creek Lumber	387.99	
448	02/14/2023	Claims	5	31189	Miles Sand And Gravel Company	1,009.90	
449	02/14/2023	Claims	5	31190	Mountain Mist Water	21.90	

5.

File Attachments for Item:

5. Presentation from South Thurston Fire regarding First Due

Recommended Action: None



What is FirstDue?

- Access point for vital pre-incident planning information
- Uses “the Cloud” to make information readily available
 - Membership
 - Apparatus (MDT)
 - Mutual aid partners (FirstDue users)
- This is NOT an inspection!

Why?

- To compile important structure information to allow for better incident response and increase the situational awareness and safety for responding crews.
- Help responders provide a better service to the community.
 - Alleviate access issues
 - Prevent unneeded damage
 - Easier communication with property owners
 - Minimize risk
 - Set expirations for certain information (contacts, KnoxBox keys)

What information is collected?

- Includes, but not limited to:
 - Structure layout
 - Utility locations
 - Security/alarm panel locations and codes
 - 24hr emergency contact information (building manager/property owner)
 - Photos of exterior and pertinent interior items.
 - Opportunity for crews to walk through and familiarize with the structure and its layout as well as any hazardous contents.

How is it used?

- Desktop (web browser)
- App Based (cell phone)



How is it used?



Call received

- Notification via app

Crew goes enroute to call

- Incident automatically populates

Immediate access to important information

What we need from you

- Prepare all needed documentation
 - 24hr emergency contact name, phone number.
 - Floor plans/layouts
 - Knox box + keys
 - Alarm systems present/location
 - Utility information
- Contact South Thurston Fire & EMS to schedule walk-through of your location.
 - Pre-Fire planning: 360-264-4116

File Attachments for Item:

6. Stone Carver Lease Amendment. This Amendment will extend the current 1 year lease to 5 years.

Recommended Action: Review and motion to approve Stone Carver Lease Amendment.

FIRST AMENDMENT

To

LEASE AGREEMENT

BETWEEN

TENINO STONE CARVERS

AND

THE CITY OF TENINO,

a municipal corporation of the State of Washington,

This First Amendment to (“**Amendment**”) is dated February __, 2023 (the “**Effective Date**”) and is entered into by and between **TENINO STONE CARVERS** (“lessee”) and the **CITY OF TENINO** (“lessor”),

WHEREAS, Lessee and Lessor entered into a certain Lease Agreement concerning City property located at 798 Sussex Avenue W, Tenino on or about _____, 2022; and

WHEREAS, Lessee and Lessor desire to amend the said Lease as set forth herein; and

WHEREAS, it is in the best interest of the Lessor to enter into this Amendment so that the leased property provides revenue to the City of Tenino and is maintained by Lessee;

NOW THEREFORE, in consideration of the mutual promises as stated herein which the Parties acknowledge is good and valuable consideration, the Parties agree as follows:

1. Paragraph 2 regarding term of lease shall read as follows and replace the original lease language: The term of this Lease shall commence on, _____, 2022 (“Term”) and continue for a period of 5 years, which may be renewed for one additional 5-year period by Lessee upon providing written Notice to Lessor within 120 days of the date in which the Lease would otherwise expire, and approval by the City Council of Tenino after consideration of whether the City needs the leased space for its own use. Further, either Party may terminate this Lease under paragraph 8 herein. The Parties may amend this agreement from time to time in writing and authorized by their respective representatives.

2. Entire Agreement. As expressly modified in this Amendment, the Agreement shall remain in full force and effect and the Parties hereto acknowledge, confirm, and ratify all of the terms and conditions of the Agreement. This Amendment, together with the

previously entered into the Lease Agreement, contains the entire agreement between the Parties with respect to the transactions contemplated hereunder and thereunder.

- 3. **Counterparts.** This Amendment may be executed in any number of counterparts, and each such counterpart shall be deemed to be an original instrument, but all such counterparts together shall constitute but one Agreement.

EXECUTED as of the date first above written by duly authorized officers of the parties hereto, intending to be legally bound hereby.

TENINO STONE CARVERS, a Washington non-profit corporation

 By:
 Its: _____
 Date: _____

CITY OF TENINO,
a municipal corporation of the State of Washington

 By: Wayne Fournier
 Its: Mayor
 Date: _____

File Attachments for Item:

7. Commercial Brokers Agreements. City of Tenino would enter into Agreements with Kidder Mathews to assist the City with structuring ground lease rates in the ag park.

Recommended Action: Review and motion to approve Agreements with Kidder Mathews.

**CITY OF TENINO
AGREEMENT FOR CONSULTATIVE SERVICES**

This Agreement is entered into by and between the City of Tenino, Washington, a municipal corporation organized under the laws of the State of Washington (“City”) and Kidder Mathews, a Washington Limited Liability Company, whose address is 1550 Irving St SW Ste 200, Olympia, WA 98512 (“Consultant”).

WHEREAS, the City desires to enter in agreement with Kidder Mathews to assist the city with structuring ground lease rates in the City of Tenino ag park; and

WHEREAS, Consultant and City wish to enter into this Agreement to completely set forth the terms and conditions upon which the Consultant is retained to provide the services requested by the City;

WHEREAS, Consultant shall perform all of the services, duties and obligations described at **Exhibit A**, attached hereto, made part hereof, and is incorporated herein by reference, in a good faith, professional, and diligent manner so as to cause the workshop to be completed in an expeditious, reasonable, economical, and workmanlike fashion.

NOW, THEREFORE, in consideration of the mutual benefits and considerations set forth below, the parties agree as follows:

1. Scope of Services. See **Exhibit A**.
2. Compensation and Payment. The Consultant shall receive the total sum \$200 an hour not to exceed \$5,000.00 for services rendered under this agreement. No work will be performed without authorization from the City.
3. Consultant shall complete and return Federal Tax Form W-9 upon execution of this Agreement. Consultant shall send their invoice approximately monthly which the City will review for payment.
4. Duration of Agreement. This Agreement shall be in effect upon signing by both parties and will expire 24 months thereafter unless terminated by either party upon 30 day’s written notice.
5. Ownership and Use of documents. All materials and documents produced by the Consultant pursuant to this agreement shall be the property of the City.
6. Independent Consultant. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided. Nothing in this Agreement shall be considered to create any employer and employee relationship between the parties. The City further recognizes that the Consultant has, and will continue to have, an independent business and other clients. The Consultant recognizes that the City has, and will continue to have, contracts with other contractors for the provision of services.
7. Insurance. The Consultant shall obtain and maintain insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of work per this Agreement with a minimum of \$500,000 Automobile coverage and \$1,000,000

CITY OF TENINO AGREEMENT FOR CONSULTATIVE SERVICES

General Liability, and Errors and Omissions insurance of not less than \$500,000. Any City insurance shall be in excess of Consultant’s insurance.

8. Termination.

A. Both parties retain the right to terminate or suspend this Agreement at any time, with or without cause, upon thirty (30) days written notice. In the event of termination or suspension by the City, all finished or unfinished work products shall be submitted to the City.

B. Prior to litigation of any dispute arising out of this Agreement, the Parties will submit the matter to mediation on terms and conditions to be agreed upon or, failing such agreement, to the Washington Arbitration and Mediation Service in Seattle. Each party will be responsible for their own costs of mediation, including attorney’s fees, and share the mediation service fee equally.

8.9. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties.

- a. Either party may request changes to the Agreement or Scope of Services at any time.
- b. Any such change, or amendment, must be accorded the same degree of formality as this agreement and no change or amendment shall be valid unless agreed to by both parties in writing.

9.10. Notices.

CITY OF TENINO
Clerk/Treasurer
P.O. Box 4019
Tenino, WA 98589

Kidder Mathews
1550 Irving St SW Ste 200
Olympia, WA 98512

10.11. Applicable Law and Severability. This agreement shall be governed by, and construed in accordance with, the laws of the State of Washington. Any provision or part of this agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all other remaining provisions shall continue to be valid and binding.

CITY OF TENINO

CONSULTANT

Mayor _____

Kidder Mathews _____

Date: _____

Date: _____

ATTEST:

CITY OF TENINO AGREEMENT FOR CONSULTATIVE SERVICES

Clerk/Treasurer _____

EXHIBIT A – SCOPE OF SERVICES

Upon request of the City, Consultant shall:

- Review, analyze, evaluate commercial ground lease rent provisions in the SW Agricultural Park to ensure the appropriate rent is paid to the City in accordance with sound business practices.
- Assist the City generally and participate in meetings, discussions, and negotiations with potential lessee's and their representatives concerning the rental provisions of proposed ground leases, including preparation of written and electronic materials to support such tasks.
- Meet with City staff, council, mayor, and city attorney as needed within the scope of services provided.

8.

File Attachments for Item:

8. Thurston County Heritage Grant Acceptance of \$4,261.09

Recommended Action: Accept the Thurston County Heritage Grant

8.



RECEIVED
 FEB 07 2023
 CITY OF TENINO

COUNTY COMMISSIONERS

Carolina Mejia-Barahona
 District One
 Gary Edwards
 District Two
 Tye Menser
 District Three

**COMMUNITY PLANNING &
 ECONOMIC DEVELOPMENT DEPARTMENT**

Joshua Cummings, Director

Creating Solutions for Our Future

February, 2, 2023

Wayne Fournier
 City of Tenino
 PO Box 4019
 Tenino, WA 98589

Dear Mr. Fournier,

I am pleased to inform you that the Thurston County Board of Commissioners approved the Historic Commission's recommendation to award the City of Tenino \$4261.09 in support of its Downtown Interpretive Signs. This funding is to be used for the expenditures related to the referenced project and cannot be used for other purposes.

Attached please find two original Thurston County Heritage Grant Program Agreements, Scope of Work and Reimbursement Form (Attachment A) for your approved project. Please sign and return both original copies of the Agreements for County signature. One signed original Agreement will be returned to you.

Please provide the County proof of insurance to show you are meeting section eight of the Agreement.

Please note that the Heritage Grant Program is a reimbursement program of the approved expenditures. To request reimbursement, complete and return the attached form (Attachment A). A progress report or final report must be attached to the reimbursement request per the instructions on Attachment A. **Please note that within 90 days of the completion of your project you must provide a completed Attachment A and Final Report.**

A progress report will be requested in June. If you are unable to complete your project by the end of the year you may request a one-time six month extension. If requested, an extension request form will be mailed to you in November and must be returned with your request by December 1st. Those receiving a six month extension will be unable to apply for grant funding the following year.

Good luck as you proceed with your organization's project. If you have any questions please contact Sonja Cady at 360-867-2117, or by email at sonja.cady@co.thurston.wa.us.

Sincerely,

Sonja Cady
 Historic Commission Staff
 CPED Department

cc: Patty Roseto Commissioner's Office