

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, January 10, 2023 at 7:00 PM**

## **Agenda**

### **WORK SESSION**

#### **CALL TO ORDER**

#### **AGENDA APPROVAL**

1. Agenda for the Regular Meeting of the 1/10/23.

**Recommended Action:** Motion to approve the agenda as presented

#### **APPROVAL OF MINUTES**

2. Meeting Minutes for 12/13/2022

**Recommended Action:** Motion to approve 12/13/2022 meeting minutes as presented

#### **CONSENT CALENDAR**

3. Consent Calendar consisting of November 14, 2022 through January 10, 2023:

Payroll EFT's in the amount of \$59,712.78

Claims Checks #31113 through #31136 and EFT's in the amount of \$62,779.85

for a grand total of \$122,492.63

Liquor Cannabis License: None

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

#### **EXECUTIVE SESSION**

#### **PRESENTATIONS**

#### **PUBLIC COMMENTS**

#### **PUBLIC HEARING**

#### **PROCLAMATIONS**

#### **OLD BUSINESS**

4. Proposal authorization for the Hodgen Street Design, funded through the Thurston Regional Planning Council (TRPC)

**Recommended Action:** Review and motion to approve proposal.

5. Tenino Farmers Market has applied for their Seasonal permit, asking for City to Waive fees.

**Recommended Action:** Motion to waive permit fee for 2023 season.

#### **NEW BUSINESS**

6. Oath of Office for Officer Christopher Backus

**Recommended Action:**

7. Website Contract. Upgrading City Website with a more manageable website as well as a parks and rec section that will have calendar of availability and scheduling capabilities.

**Recommended Action:** Review Civic Plus & Sportsman website contract and motion to approve.

8. Nisqually Indian Tribe has made a donation to the Tenino Police Department in the amount of \$13,647.93

**Recommended Action:** Accept Donation from Nisqually Indian Tribe in the amount of \$13,647.93

9. Resignation of Planning Commissioner Erin Konrady

**Recommended Action:** Accept resignation of Planning Commissioner Erin Konrady

#### **RESOLUTIONS**

#### **ORDINANCES**

#### **REPORTS**

10. 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) Fire District #12

7) Library

8) Museum

9) Tenino Community Service Center

11. 1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

**4) Planning Commission**

**5) Public Safety Committee**

**12. 1) Chief of Police**

**2) Director of Public Works**

**3) City Planner**

**4) Code Enforcement/Building Inspector**

**5) PARC Specialist**

**6) City Attorney**

**7) Clerk/Treasurer**

**8) Mayor**

**13. 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**

2.

**File Attachments for Item:**

2. Meeting Minutes for 12/13/2022

**Recommended Action:** Motion to approve 12/13/2022 meeting minutes as presented

**City Council Meeting**  
**Tuesday, December 13, 2022**

**Minutes**

**WORK SESSION**

1. Budget Discussion

**Recommended Action:** none, Discussion only

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

**PRESENT**

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

**ABSENT**

Councilmember Rachel Davidson.

They answered any budget questions and then continued with the reports.

**CALL TO ORDER**

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

**PRESENT**

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

**ABSENT**

Councilmember Rachel Davidson

**AGENDA APPROVAL**

2. Agenda for the Regular Meeting of the 12/13/22.

**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.

Motion carries 4/0.

**APPROVAL OF MINUTES**

- 3. Meeting Minutes for 11/22/2022

**Recommended Action:** Motion to approve 11/22/2022 meeting minutes as presented

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

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

Motion carries 4/0.

**CONSENT CALENDAR**

- 4. Consent Calendar consisting of November 22, 2022 through December 13, 2022:

Payroll EFT's in the amount of \$68,343.51

Claims Checks #31041 through #31085 and EFT's in the amount of \$933,607.55

for a grand total of \$1,001,951.06

Liquor Cannabis License: Tenino 76 Food Mart

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

Motion made by Councilmember Klamn to include the excusal of Councilmember Davidson, Seconded by Councilmember Lawton.

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

Motion carries 4/0.

**EXECUTIVE SESSION**

None

**PRESENTATIONS**

None

**PUBLIC COMMENTS**

None

**PUBLIC HEARING**

None

**PROCLAMATIONS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

5. Confirmation of Clerk Treasurer.

**Recommended Action:** Confirm Interim Clerk Treasurer Jen Scharber as permanent Clerk Treasurer

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

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

Motion carries 4/0.

6. Cedar Creek CC Contract

**Recommended Action:** Discuss and motion to approve pending legal review.

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

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

Motion carries 4/0.

**RESOLUTIONS**

None

**ORDINANCES**

7. Ordinance 926 second reading and adoption of the 2023 budget

**Recommended action:** Move to accept as the second reading and motion to adopt Ordinance 926 as presented.

Motion made by Councilmember O'Callahan to approve as the 2nd reading and adoption of the 2023 budget as presented, Seconded by Councilmember Gotovac.

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

Motion carries 4/0.

**REPORTS**

8. **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) Fire District #12**

**7) Library**

**8) Museum**

**9) Tenino Community Service Center**

**1) Chamber of Commerce:** It was reported during the Holiday Expo they had a record number in attendance. Friday was the Christmas Tree lighting with great attendance. The next Chamber meeting will be on the 21st.

**2) Economic Development Council (EDC):** They had a great Expo with 300 in attendance.

**3) South Thurston Economic Development Initiative (STEDI):** inaudible

**4) ARCH Commission:** The next meeting is Thursday @4:00 pm in the council chambers.

**7) Library:** Linda reported they have been helping people fill out their voter registrations. They hold Family Story Time on Wednesdays. The library will also be another drop off for voter ballots. They have expanded their hours from 7:00 am to 8 pm. Merry Christmas to all.

**9. 1) Civil Service Commission**

**2) Façade Improvement Grant Review Committee**

**3) Finance Committee**

**4) Planning Commission**

**5) Public Safety Committee**

**2) Façade Improvement Grant Review Committee:** Councilmember Gotovac reported that Whitecider is painting their building red at this time with some kind of a mural on it later.

**10. 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:** Chief Auderer provided a written report which Mayor Fournier read aloud.

**2) Director of Public Works:** Director Cannon provided a written report which was read into the record.

**4) Code Enforcement/Building Inspector:** Inspector Durand provided a written report which was read into the record.

**7) Clerk/Treasurer:** Interim C/T Scharber provided a written report which she read into the record.

**8) Mayor:** Mayor Fournier attended the EDC expo along with George Sharp. He met with the stone carvers along with PW Director Cannon. He also met with the owner of Miles Sand and Gravel as well as a Tribal Chairman from Chehalis Tribal.

**11. 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**

**2) Solid Waste Advisory Board:** Councilmember Klamm reported the main topic was regarding lithium batteries starting fires as well as rat rodent poison.

**5) Thurston Regional Planning Council (TRPC):** Councilmember O'Callahan reported they approved all the projects for the year.

**6) Transportation Policy Board:** The main topic regarded their letter against the new possible Airport and would like all Council members to write a letter their displeasure as well.

**PUBLIC COMMENTS 2**

None

**ANNOUNCEMENTS**

Merry Christmas and Happy New Year to all.

**ADJOURNMENT**

Meeting adjourned at 7:36 pm.

**File Attachments for Item:**

3. Consent Calendar consisting of November 14, 2022 through January 10, 2023:

Payroll EFT's in the amount of \$59,712.78

Claims Checks #31113 through #31136 and EFT's in the amount of \$62,779.85 for a grand total of \$122,492.63

Liquor Cannabis License: None

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

**Consent Calendar consisting of December 14, 2022, through January 10, 2023:**

**Payroll EFT's in the amount of \$59,712.78**

- **Claims Checks #31113 through #31136 and EFT's in the amount of \$62,779.85**

**for a grand total of \$122,492.63.**

**Liquor and/or Cannabis License requests:**

# CHECK REGISTER

3.

City Of Tenino

Time: 16:01:31 Date: 01/10/2023

12/14/2022 To: 01/10/2023

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3549	12/27/2022	Claims	5	31105	Tenino Marketfresh	86.40	
3550	12/27/2022	Claims	5	31106	USA BlueBook	231.55	
3551	12/27/2022	Claims	5	31107	Verizon Wireless (Cell)	759.64	
3552	12/27/2022	Claims	5	31108	WA State Treasurer		clerical error should be WA State Auditor
3553	12/27/2022	Claims	5	31109	Wells Fargo Vendor Fin Serv	538.03	
3554	12/27/2022	Claims	5	31110	Wilson Parts Corporation	18.92	
3555	12/28/2022	Claims	5	31111	WA State Auditor	840.40	
3563	12/28/2022	Claims	5	31112	Brent L Gibbs	69.18	
001 General Government Fund #001						74,945.81	
002 Quarry Pool Fund #002						455.46	
101 City Street Fund #101						1,965.78	
310 Municipal Capital Imp Fund 310						5,717.88	
401 Water Fund						10,696.02	
402 Water Capital Imp Fund						10,889.22	
410 Sewer Fund						17,822.46	
						Claims:	62,779.85
* Transaction Has Mixed Revenue And Expense Accounts						122,492.63	Payroll: 59,712.78

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 \_\_\_\_\_ 2023.

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

# CHECK REGISTER

3.

City Of Tenino

Time: 16:01:31 Date: 01/10/2023

12/14/2022 To: 01/10/2023

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3481	12/20/2022	Payroll	5	EFT	Robert A Auderer	2,315.59	
3482	12/20/2022	Payroll	5	EFT	Christopher A Backus	1,934.12	
3483	12/20/2022	Payroll	5	EFT	Veronica A Barnes	1,791.80	
3484	12/20/2022	Payroll	5	EFT	Troy LK Cannon	2,638.13	
3485	12/20/2022	Payroll	5	EFT	Judith Cryderman	1,070.19	
3486	12/20/2022	Payroll	5	EFT	Rene Durand	1,860.91	
3487	12/20/2022	Payroll	5	EFT	Brent L Gibbs	2,460.17	
3488	12/20/2022	Payroll	5	EFT	Drew Johnson	2,035.87	
3489	12/20/2022	Payroll	5	EFT	Aaron Lee	1,876.92	
3490	12/20/2022	Payroll	5	EFT	Alec C McClelland	1,634.93	
3491	12/20/2022	Payroll	5	EFT	Cole Plaja	1,510.97	
3492	12/20/2022	Payroll	5	EFT	Jason M Plaja	2,506.89	
3493	12/20/2022	Payroll	5	EFT	Derrick Prosser	1,522.31	
3494	12/20/2022	Payroll	5	EFT	Jessica Reeves-Rush	456.24	
3495	12/20/2022	Payroll	5	EFT	Maria Rodriguez	1,656.59	
3496	12/20/2022	Payroll	5	EFT	Jennifer N Scharber	2,062.70	
3557	12/31/2022	Payroll	5	EFT	Rachel L Davidson	114.69	
3558	12/31/2022	Payroll	5	EFT	Wayne R Fournier	1,093.95	
3559	12/31/2022	Payroll	5	EFT	Linda Gotovac	160.56	
3560	12/31/2022	Payroll	5	EFT	Effie E Klamn	160.56	
3561	12/31/2022	Payroll	5	EFT	Jason A Lawton	114.69	
3562	12/31/2022	Payroll	5	EFT	John J O'Callahan	206.44	
3564	12/31/2022	Payroll	5	EFT	Robert A Auderer	2,315.84	
3565	12/31/2022	Payroll	5	EFT	Christopher A Backus	2,215.30	
3566	12/31/2022	Payroll	5	EFT	Veronica A Barnes	1,795.21	
3567	12/31/2022	Payroll	5	EFT	Troy LK Cannon	2,648.20	
3568	12/31/2022	Payroll	5	EFT	Rene Durand	1,862.50	
3569	12/31/2022	Payroll	5	EFT	Brent L Gibbs	2,256.53	
3570	12/31/2022	Payroll	5	EFT	Drew Johnson	2,255.08	
3571	12/31/2022	Payroll	5	EFT	Aaron Lee	1,889.31	
3572	12/31/2022	Payroll	5	EFT	Alec C McClelland	1,630.10	
3573	12/31/2022	Payroll	5	EFT	Cole Plaja	1,368.77	
3574	12/31/2022	Payroll	5	EFT	Jason M Plaja	2,315.65	
3575	12/31/2022	Payroll	5	EFT	Derrick Prosser	1,798.49	
3576	12/31/2022	Payroll	5	EFT	Jessica Reeves-Rush	456.32	
3577	12/31/2022	Payroll	5	EFT	Maria Rodriguez	1,657.56	
3578	12/31/2022	Payroll	5	EFT	Jennifer N Scharber	2,062.70	
3471	12/14/2022	Claims	5	31086	Derrick Prosser	140.63	
3531	12/27/2022	Claims	5	31087	ALS Group USA, Corp	466.00	
3532	12/27/2022	Claims	5	31088	American Fence Rental LLC	147.74	
3533	12/27/2022	Claims	5	31089	BHC Consultants	15,226.25	
3534	12/27/2022	Claims	5	31090	Correct Equipment	482.13	
3535	12/27/2022	Claims	5	31091	Enbody, Dugaw, Enbody	1,500.00	
3536	12/27/2022	Claims	5	31092	FCS Group	2,088.75	
3537	12/27/2022	Claims	5	31093	Gibbs & Olson Inc	13,500.63	
3538	12/27/2022	Claims	5	31094	H D Fowler Co	2,903.83	
3539	12/27/2022	Claims	5	31095	Scheibmeir, Kelly & Nelson PS	1,258.10	
3540	12/27/2022	Claims	5	31096	Interstate Batteries of Olympia	152.37	
3541	12/27/2022	Claims	5	31097	J P Cooke Co	81.95	
3542	12/27/2022	Claims	5	31098	Law Office of Richard L. Hughes PLLC	2,585.00	
3543	12/27/2022	Claims	5	31099	Jason Lawton	29.82	207250.30 - 568 HUSTON ST S
3544	12/27/2022	Claims	5	31100	Mountain Mist Water	81.62	
3545	12/27/2022	Claims	5	31101	Jason M Plaja	19.68	
3546	12/27/2022	Claims	5	31102	Puget Sound Energy	4,191.59	
3547	12/27/2022	Claims	5	31103	Quill	114.34	
3548	12/27/2022	Claims	5	31104	Right Systems Inc	15,265.30	

**File Attachments for Item:**

4. Proposal authorization for the Hodgden Street Design, funded through the Thurston Regional Planning Council (TRPC)

**Recommended Action:** Review and motion to approve proposal.

**EXHIBIT A**  
**AUTHORIZATION FOR ENGINEERING SERVICES NO. 2023-001**  
**CITY OF TENINO, WASHINGTON**

**HODGDEN STREET IMPROVEMENTS**

The Engineer is hereby authorized to perform Engineering Services for the Client as provided for in our General Agreement for Professional Engineering Services executed December 16, 2016, and extended by amendment on December 12, 2018, and as more fully described herein:

**PROJECT DESCRIPTION**

The Client proposes to reconstruct 115 linear feet of 50 foot wide paved roadway on S. Hodgden Street from Sussex Avenue to the existing alley. The project will include full roadway replacement for the outer 12- to 14-feet, grind and overlay of the middle 24-feet, limited storm drainage improvements, with new curb, gutter and sidewalk on the east side of Hodgden Street. Storm drainage will consist of new catch basins and piping to collect and convey storm drainage to the Client's existing drainage system. Existing street lights are located on power poles and will remain where possible. Where power poles conflict with the proposed improvements, coordination with Thurston County PUD will take place for pole relocation. All Engineer understands all project work will occur within existing public road right-of-way owned by the Client. The project is part of the Client's currently adopted 6-year Transportation Improvement Plan and is being constructed to serve existing development.

**ASSUMPTIONS**

The following assumptions were utilized by Engineer in developing the scope of work and estimated budget:

- Structural engineering, foundation design, landscaping design, street lighting design, traffic signalization or offsite roadway design or striping are not included in the Engineer's Scope of Work and budget.
- A cultural resource survey is not required to be completed for the project.
- No permit applications or fees, including coverage under the Washington Department of Ecology's Construction Stormwater General Permit or Stormwater Pollution Prevention Plan (SWPPP) are included in the Engineer's Scope of Work and budget.
- Partial preparation of construction Stormwater Pollution Prevention Plan (SWPPP) is not included in the Engineer's Scope of Work and budget.
- Improvements to existing water or sanitary sewer utilities is not required and are not included in the Engineer's Scope of Work and budget.
- The project is redevelopment and is therefore exempt from stormwater detention and water quality and these are not included in the Engineer's Scope of Work and budget.
- The Thurston Regional Planning Council is funding the project and separate funding agency approval of the construction contract documents is not required.
- Drawing sheets will be 22" x 34" in size.

## DESIGN PHASES ENGINEERING SERVICES

### *Task 1 - Project Management*

Engineer will provide project administration and management consisting of the following:

- a. Prepare a monthly narrative progress report and submit to the Client;
- b. Prepare a draft project schedule, review schedule with the Client, adjust as necessary and prepare a final schedule;
- c. Provide updates to the schedule as the project proceeds and inform the Client;

### *Task 2 - Survey Services*

Engineer will perform a topographic survey for use in project design. Survey work to be performed include the following:

- a. Client will mark project limits for underground utility locating with white paint. Engineer, per the new DIGSAFEWA Design Request System Manual, will submit a Design Information Request (DIR) followed 5 business days later with a request to convert the DIR to a Design Locate Request (DLR) for utility locates within the project limits. Field locates should be completed by utility providers within 7 days of the Consultant making the DLR (the DIGSAFEWA Design Request System Manual indicates that submitting a DLR does not guarantee underground facilities will be marked with paint and that each DLR is handled on a case-by-case basis by each specific utility). Engineer will consult with Client if any known or suspected underground utilities within Client's right-of-way and project limits are not marked with paint to have the Agency assist the Consultant in having third party utilities field locate their underground utilities prior to the Engineer scheduling the field survey work.
- b. Once Client and Engineer are satisfied that underground utilities have been appropriately located within the project limits Engineer will perform a topographic survey for the design and will prepare a project base map of existing conditions.

Engineer will collect field data from: centerline of existing roadway to the east and west right-of-way limit for Ritter Street W, from W Park Avenue to Sussex Avenue W. Data collected will include crown of road, edge of pavement, curb, sidewalk, trees/landscaping, visible utilities, underground utility locate marks and grade breaks. Engineer will prepare an AutoCAD base map with road rights-of-way, existing features and surface model with 1-foot contours.

### *Task 3 - Prepare 50% Drawings and Contract Documents*

Prepare 50% design drawings for the project to show the general scope, extent and character of the construction work required to be implement the project.

- a. It is anticipated that approximately 7 drawing sheets will be required consisting of:
  - Cover sheet;
  - Notes, Survey Control, Legend and Abbreviation sheet;
  - Site Preparation and Temporary Erosion and Sediment Control Sheet;
  - Roadway Plan and Profile Sheet;
  - Channelization and Signing Sheet;
  - Detail sheets (2).
- b. Prepare technical specifications in conformance with Client standards and the latest version of the WSDOT Standard Specifications and Special Provisions. It is anticipated



the contract documents and specifications will be comprised of approximately 300 pages (8-1/2" x 11");

- c. Perform an internal QC review of the design drawings near the 50% completion stage to ensure the documents are consistent in presentation of the design information. QC review comments will be incorporated into the design.
- d. An electronic .pdf file of the 50% drawings and opinion of construction cost will be submitted to the City for review and comment. Client comments will be incorporated into the 100% documents as appropriate.
- e. Participate in one progress meeting at Client's office, in conjunction with a site visit, to review and discuss the project and any Client questions or comments on the the 50% design submittal.

***Task 4 - Prepare 100% Bid Ready Drawings and Contract Documents***

Engineer will perform the following work under this task:

- a. Prepare 100% design drawings and contract documents for the project, building on the 50% complete documents.
- b. Prepare technical specifications in conformance with Client standards and the latest version of the WSDOT Standard Specifications and Special Provisions. It is anticipated the contract documents and specifications will be comprised of approximately 300 pages (8-1/2" x 11").
- c. Prepare for review and approval by Client, its legal counsel and other advisors contract agreement forms, general conditions and supplementary conditions, and bid forms, invitations to bid and instructions to bidders, and assist in the preparation of other related documents.
- d. Provide technical criteria, written descriptions and data for Client's use in filing applications for permits with or obtaining approvals of such governmental authorities as have jurisdiction to approve the design of the Project and assist Client in consultations with appropriate authorities.
- e. Advise Client of any adjustments to the latest opinion of probable Total Project Costs caused by change in general scope extent or character or design requirements of the Project or Construction Costs. Furnish to Client a final opinion of probable Total Project Costs based on the completed design documents.
- f. Perform an internal QC review of the design drawings near the final completion stage to ensure the documents are consistent in presentation of the design information. QC review comments will be incorporated into the final design.
- g. An electronic .pdf file of the final drawings specifications, and opinion of construction cost will be submitted to the Client as well as the final opinion of probable construction cost.
- h. Participate in one virtual progress meeting with Client to discuss Client review comments/questions on the 100% design submittal.

***Task 5 - Bid Ad & Award***

Engineer will perform the following work under this task:

- a. Assist Agency in advertising the project for construction bids.

- b. Receive questions from prospective bidders and prepare appropriate responses.
- c. Prepare and issue an addendum, if required, to identify, clarify, amend or expand the Bidding Documents.
- d. Review bids received, verify low bidder’s state licensing and bonding, check references and prepare a letter to Client consisting of the bid tabulation and the Engineer’s recommendation regarding award of the construction contract.
- e. Engineer’s responses to bidder questions, the addendum and the Engineer’s letter of regarding recommendation of award will be provided to the Engineer in .pdf format.

**Design Phase Engineering Deliverables include the following:**

- Monthly progress reports;
- Meeting notes from project meetings;
- 50% complete Drawings and opinions of construction cost;
- 90% complete Drawings and Specifications and opinions of construction cost;
- Final (100% complete) Drawings and Specifications;
- Drawings, specifications and opinions of cost will be provided to Client in .pdf format.

**CONSTRUCTION PHASE ENGINEERING SERVICES**

Construction Phase Services are not included in this Agreement. Construction Phase Services may be added by Client and Engineer by amendment at a future date.

**Schedule Milestones**

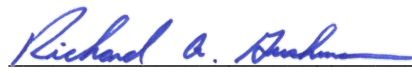
The following schedule milestones are based on Engineer receiving Notice to Proceed by January 19, 2021. If Notice to Proceed is issued by the Client to the Engineer after January 19, 2021, Schedule Milestones will be adjusted on a day for day basis to the actual Notice to Proceed date.

- Notice to Proceed: January 10, 2023
- Field Survey: January 27, 2023, this is two weeks after the NTP
- Design: 50% drawings March 10, 2023;
- 90% drawings March 31, 2023;
- 100% drawings April 14, 2023
- Advertise for Bids: week of April 24, 2023
- Bid Opening: week of May 15, 2023
- Construction: June 19, 2023 to July 7, 2023
- Close out: By end of July 2023

**BUDGET:**

The Engineer’s budget shall be \$23,700 per the attached Exhibit B. Engineer will not exceed this amount in completing the identified Scope of Work without the Client’s prior authorization.

**GIBBS & OLSON, INC.**

  
By: Richard A. Gushman, President

Date: January 4, 2023

Attachment: Exhibit B – Budget Estimate

**CITY OF TENINO**

\_\_\_\_\_  
By: Wayne Fournier, Mayor

Date: \_\_\_\_\_

File: 0751.Pending

5.

**File Attachments for Item:**

5. Tenino Farmers Market has applied for their Seasonal permit, asking for City to Waive fees.

**Recommended Action:** Motion to waive permit fee for 2023 season.

# Tenino Farmers Market

Saturdays 10am to 3pm | May thru September



Market Season, 2023

Tenino City Council;

The Tenino Farmers Market is requesting your consideration to approve the use of Olympia Street for our 2023 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 the past five years.

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

We had 22 markets in 2022 with 46 vendors (including nonprofit and community booths) with an average of 22 vendors per market day. The average customer attendance was 750.

Our total vendors and annual sales have increased every year since being on Olympia Street. In 2022 our vendor sales exceeded \$102,000.

We are excited that we grow and improve every year. We are appreciative of the City of Tenino for creating this space for us and helping us to be successful. This will be our 19<sup>th</sup> year. With increased visibility and advertising, we continue to attract many and new visitors to the Tenino area.

Timberland Bank increased their sponsorship, allowing the market to provide more of the \$4 coupons to promote healthy food choices for low-income customers, and to all children who visit the market. The market also participates in the WIC and Senior Farmers Market Nutrition Programs, and we accept and provide matching dollars for SNAP/EBT cards. These programs have grown every year.

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

5.

John Kesting, President  
Shelly Brown, Vice President  
Sherry Ritter Bachmann, Secretary  
PHoebe Kesting, Treasurer  
Nancy Dwyer, Member At Large  
Cassandra Baines, Member At Large  
Nancy Wigley, Member at Large

**Tenino Farmers Market Manager**  
Searching for a new Market Day Manager

**Tenino Farmers Market Management Team**  
Mitch Broadbent, Site Manager  
John Kesting, Farmer/Producer Vendor Representative  
Sherry Ritter Bachmann, Crafter/Artisan Vendor Representative

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

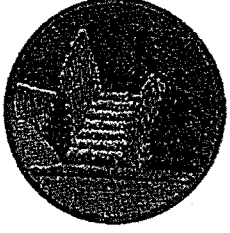
- Allow a minimum of forty-five (45) days for processing.
- Complete the Special Events/Parade Application form and mail or deliver with all necessary information and attachments.
  - Include a map of the route
  - Attach the event traffic control plan, or identify if City Services are needed.
  - Identify 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.

	<p><b>City of Tenino</b>  <b><u>Special Events/Parades</u></b></p> <p>149 Hodgden St. South – P O Box 4019          Tenino, WA 98589          (360) 264-2368  <a href="http://www.ci.tenino.wa.us">www.ci.tenino.wa.us</a></p>
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## 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
Troy Cannon	Public Works Director	Public Works	(360) 264-2368 (360) 561-1506	<a href="mailto:publicworks1@ci.tenino.wa.us">publicworks1@ci.tenino.wa.us</a>
Denise Nelson	Admin Clerk	Administration	(360) 264-2368	<a href="mailto:denise@ci.tenino.wa.us">denise@ci.tenino.wa.us</a>
Ronna Barnes	Court Clerk			<a href="mailto:ronna@ci.tenino.wa.us">ronna@ci.tenino.wa.us</a>
Don Moody	Chief of Police	Police	(360) 264-2626	<a href="mailto:dmoody@ci.tenino.wa.us">dmoody@ci.tenino.wa.us</a>

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

**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) Nancy Dwyer

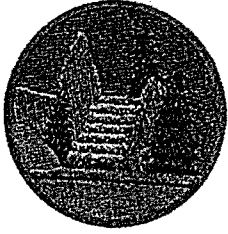
Address 139 Ritter St. N

City Tenino Zip 98589 Phone 3604801583

Signature Nancy Dwyer Date 1/5/2023

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



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

Contact Person: Nancy Dwyer

Address: 139 Ritter St. N  
Tenino 98589

Telephone: 360 480 1583 Fax: ( ) -

Email: cottagebakedgoods@gmail.com

1. Purpose of the special event/parade is Farmers Market

2. Description of organizing group Board of Directors

3. Date(s) and time(s) of special event/parade May - Sept every  
Saturday 10-3

4. There will be an estimated \_\_\_\_\_ 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 from Sussex to  
Central

6. What portion of the sidewalks and streets indicated will be occupied by the special event/parade Entire Street

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.

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?  
Porta Potty available

10. You will deposit with the City Clerk at the time of application a refundable surety or cash bond of \$500.00.

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.

Nancy Dwyer  
Signature of Applicant

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

**DEPARTMENT USE ONLY:**

Department Approval:

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

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

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

Administration: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

PERMIT # 20\_\_\_\_ - \_\_\_\_

**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#	

**File Attachments for Item:**

7. Website Contract. Upgrading City Website with a more manageable website as well as a parks and rec section that will have calendar of availability and scheduling capabilities.

**Recommended Action:** Review Civic Plus & Sportsman website contract and motion to approve.



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Q-32265-2

**Date:**

12/7/2022 6:05 PM

**Expires On:**

12/31/2022

**Client:**

TENINO, WASHINGTON

**Bill To:**

TENINO, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Jordan Cairns	x	cairns@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Ultimate Web Open Subscription	Ultimate Design, 150 pages migration, 3yrs meetings migration, free virtual training sessions	Renewable
1.00	Ultimate Implementation	Ultimate Implementation	One-time

List Price - Year 1 Total	USD 4,325.00
Total Investment - Year 1	USD 3,460.00
Annual Recurring Services - Year 2	USD 3,460.00

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced as follows: 100 percent (100%) on January 1.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 3 of service. Client will pay all invoices within 30 days of the date of such invoice.
5. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed as time sensitive, such as calendar or blog content, during the Project Development.

6. If a Recurring Redesign line item is included with the Client's quote in this SOW, starting after a period of months (36, 48, or 60 months as determined by the number of years in the redesign line item on this SOW) of continuous service under this SOW (the "Redesign Term"), Client shall be entitled to receive a redesign at no additional cost. Client may initiate such redesign any time after continuous service during the Redesign Term. Upon the initiation of an eligible redesign project, Client may begin accumulating eligibility towards a subsequent redesign after continuous service during a subsequent Redesign Term. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software. Recurring Redesigns are eligible for the website, subsite, and department headers included in this SOW only. Any subsequently purchased website, subsite, and department header shall not be included in a redesign hereunder.
7. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this SOW assumes such perpetual permission.

*Signature Page to Follow.*

**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: <https://www.civicplus.com/master-services-agreement>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**Contact Information**

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

**Organization** URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for  
ensuring CivicPlus has current updates.

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Emergency Contact & Mobile Phone**

**Billing Contact** E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [     ] or N [     ]

Please list all external sources: \_\_\_\_\_

**Contract Contact** Email

Phone Ext. Fax

**Project Contact** Email

Phone Ext. Fax



# Peak Software Systems, Inc.

## Solution Proposal and Agreement for

### City of Tenino

January 2023

# SPORTSMAN Parks & Recreation SOFTWARE



Integrated Parks & Recreation Software  
To Help You Serve Your Community



Activity Registration



Facility Reservation



Membership Management



Online Registration



Cloud-Based  
Web Accessible



Reporting



Admittance Control



Attendance Tracking



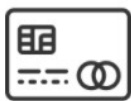
Point of Sale



Inventory Control



Patron Communication



Payment Processing



Occupancy Control



Golf Management



Rentals



Peak Software Systems, Inc.  
45 West 9000 South, Suite 2  
Sandy, UT 84070

Email: [sales@peakinfo.com](mailto:sales@peakinfo.com)  
Web: [www.sportsmancloud.com](http://www.sportsmancloud.com)  
Voice: (801) 572-3570

January 2023

On behalf of Peak Software Systems, Inc., I would like to thank City of Tenino and its staff for the opportunity to present and propose our Sportsman Cloud recreation management solution.

Sportsman Cloud is a solution created and driven by over twenty years of customer needs, requests, and input. It is versatile and powerful, yet simple to use, with many user-defined fields, menu options, and reports. We believe that it would be an excellent choice for your organization and look forward to the opportunity to facilitate the implementation of this solution.

***We recommend internet speeds of 15Mbps (up and down) during peak hours at each center running Sportsman Cloud. If not using Membership pictures 10Mbps may be sufficient for responsive Sportsman Cloud experience.***

If you have any questions, please do not hesitate to contact us.

Sincerely,

BriAnne Bauman  
Business Manager  
45 West 9000 South  
Suite 2  
Sandy, UT 84070  
(801) 572-3570, ext. 302  
[bbauman@peakinfo.com](mailto:bbauman@peakinfo.com)  
[www.sportsmancloud.com](http://www.sportsmancloud.com)



Peak Software Systems, Inc.  
45 West 9000 South, Suite 2  
Sandy, UT 84070

Email: [sales@peakinfo.com](mailto:sales@peakinfo.com)  
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Voice: (801) 572-3570

## Company Profile

Peak Software began working with a local Utah recreation department in 1993 to develop an application to better handle their daily tasks of reservations, registrations, membership management, facility scheduling, daily cash management, reporting and other needs. We implemented Sportsman with great success and rave reviews from the customer. Many other local cities and counties took notice and began to purchase and implement the Sportsman application into their businesses. Peak Software officially took the product to market with a focus on municipal and special district parks, recreation departments and centers, as well as YMCAs, universities, nonprofits, and private activity organizations. Our customer base has grown to over 400 clients. The Sportsman Cloud solution is now our main focus and resource.

## Sportsman Cloud Implementation Approach

Peak Software has been involved in several hundred Sportsman and Sportsman Cloud installations throughout the country, and has sufficient resources to meet any customer's implementation timeframe objectives and needs. Our staff works closely with department heads to formulate the optimal schedule for their specific needs and objectives. The implementation process is very streamlined and efficient, and depending on the customer's staff resources/availability, department size/schedule, and other demands our team has been able to complete this process in as little as two days.

Although onsite training is optional and available, in general, we recommend remote installation, training, implementation. Upon completion, the solution will be installed, configured, defined, trained, and in use. After the initial implementation, our customer's staff will be familiar and comfortable with all aspects of Sportsman Cloud, relevant to the modules purchased and their specific goals and objectives. Continued and subsequent training/questions will be handled via phone, email, IM, and with other remote meeting tools to bring the staff to an "expert" user level. There is no allocation of a set time period for this process - **customers are allowed unlimited access to Peak's technical support staff** on an ongoing basis.

Upon receipt of a signed sales agreement, the Peak Software Systems team will work with your staff to schedule and plan the implementation process. Our priority will be to have Sportsman Cloud fully functional and in use based on the timeline that best fits your business' needs.

## Service and Support

The Sportsman SQL support and service (Customer Care Plan) offers clients **24/7/365 emergency support**, and unlimited technical and help desk support. Licensed Sportsman Software users are entitled to all updates to the Sportsman Cloud solution. Standard hours of operation for "normal" issues and questions are 8:00am to 5:00pm MST, with afterhours technical support available as needed. Communication between Peak Software support staff and Client is handled via phone, email, IM, and online remote meeting tools.



Peak Software Systems, Inc.  
 45 West 9000 South, Suite 2  
 Sandy, UT 84070

Email: sales@peakinfo.com  
 Web: www.sportsmancloud.com  
 Voice: (801) 572-3570

**Sportsman Cloud**  
**Implementation and Annual Costs**  
 Sportsman Cloud Software: Includes remote installation, configuration, training, and implementation.  
 Single-Database, 7 included concurrent user licenses.

Contract Period	<u>  X  </u> 12 Months from date of Signature		
Sportsman Cloud License:	Core Module: Registrations, Facility Scheduling, Financial Reporting Sportsman Software Core License includes unlimited computer installations, <b>unlimited online and phone technical support and training</b> , as well as all Sportsman Cloud enhancements and updates.	Implementation Cost: (One Time) Annual License Cost:	\$ 400.00  \$ 1,005.00
Cloud Hosting:	Cloud Hosting includes automatic backups, security and reliability. You benefit from the flexibility of using Sportsman at the outdoor pool, the day camp, or other remote sites.	Implementation Cost: (One Time) Annual License Cost:	\$ 0.00  \$ 1,225.00
Patron Login and Online Registration	Customize your ActivityReg patron website for convenient registrations, reservations and payments over pc, tablet or phone. Community members will be able to see what's happening and quickly sign up to participate. Patrons can also log in and can keep track of their activities and manage their household information.	Implementation Cost: (One Time) Annual License Cost:	\$600.00  \$ 945.00

New Services Implementation (one-time fee)	\$1,000.00
<b>Annual License Cost</b>	<b>\$3,175.00</b>
<b>Total Due for Implementation and Annual License</b>	<b>\$ 4,175.00</b>



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45 West 9000 South, Suite 2  
Sandy, UT 84070

Email: sales@peakinfo.com  
Web: www.sportsmancloud.com  
Voice: (801) 572-3570

### Agreement for Services & Equipment Purchases

This Agreement, when properly executed, becomes a binding contract between **Peak Software Systems, Inc. (Peak)** and **City of Tenino (Client)**. *Peak* agrees to provide the services as defined herein to *Client*. *Peak* will maintain the confidentiality of *Client's* intellectual property.

Sportsman SQL is the sole property of *Peak*. The software license for Sportsman SQL is valid upon signature of this agreement and payment of the annual or semi-annual Sportsman SQL Customer Care Fee. Services included in the Agreement are updates, technical support, help desk support, and database consultation. The *Client* agrees to remain current with renewal of the Sportsman SQL Customer Care Plan while continuing use of the Sportsman SQL software. *Peak* will provide a mechanism to notify the *Client* of the Sportsman SQL Customer Care Plan renewal 30 days prior to expiration. License fees and related charges are subject to increase upon renewal.

Upon signature of this agreement *Peak* can begin installation and implementation with *Client*.

EXCEPT FOR THE EXPRESS WARRANTY SET FORTH ABOVE, PEAK SOFTWARE SYSTEMS, INC. GRANTS NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY STATUTE OR OTHERWISE, REGARDING THE SOFTWARE, OR THEIR FITNESS FOR ANY PURPOSE. IN NO EVENT SHALL PEAK SOFTWARE SYSTEMS, INC. BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, OR OTHER DAMAGES FOR BREACH OF WARRANTY.

**Peak Software Systems Inc.**

**City of Tenino**

By: BriAnne Bauman

By: \_\_\_\_\_

Title: Business Manager

Title: \_\_\_\_\_

Date: 01 / 03 / 2023

Date: \_\_\_\_\_

Signature: BriAnne Bauman

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

**File Attachments for Item:**

9. Resignation of Planning Commissioner Erin Konrady

**Recommended Action:** Accept resignation of Planning Commissioner Erin Konrady

Hi Jen and Will,

I will be reigning from the planning commission effective immediately due to my inability to regularly attend meetings moving forward. I have enjoyed serving and working with you over the years, and I look forward to crossing paths in the future.

Please let me know if you need anything else from me and have a great weekend.

Thank you,

Erin Konrady