

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, May 28, 2024 at 6:30 PM

Agenda

WORK SESSION

1. 6:30 pm Review of 5/28/2024 Council Agenda
- [2.](#) Council Priorities
Mid-Year Council Retreat
Milage Logs
3. Discussion of 6/11/2024 Council Draft Agenda

CALL TO ORDER

4. Flag Salute

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 5/28/24.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- [6.](#) Meeting Minutes for 5/14/2024

Recommended Action: Motion to approve 5/14/2024 meeting minutes as presented.

CONSENT CALENDAR

- [7.](#) Consent Calendar May 15, 2024 through May 28, 2024 consisting of

Payroll EFT's in the amount of \$63,781.82

Claims checks #32386 through #32402 in the amount of \$10,764.43

for a grand total of \$74,545.95

Liquor Cannabis License: None

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

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

8. Park Master Plan

Recommended Action: Motion to approve Park Master Plan

9. Stone Carver Lease termination

Recommended Action: Motion to approve Stone Carver Lease Termination.

10. State Audit Engagement Letter

Recommended Action: Motion to approve SAO letter

RESOLUTIONS

11. Resolution 2024-02 A Resolution to Surplus a Service Weapon

Recommended Action: Motion to approve Resolution 2024-02

ORDINANCES

12. Ordinance 930

Recommended Action: Motion to accept second reading of Ordinance 930 and to approve Ordinance 930

REPORTS

13. Outside Agency

1) Chamber of Commerce

2) Economic Development Council (EDC)

3) South Thurston Economic Development Initiative (STEDI)

4) ARCH Commission

5) Experience Olympia & Beyond (VCB)

6) South Thurston Fire

7) Library

8) Museum

9) Tenino Community Service Center

14. Committees/Commissions

- 1) Civil Service Commission**
- 2) Façade Improvement Grant Review Committee**
- 3) Finance Committee**
- 4) Planning Commission**
- 5) Public Safety Committee**
- 6) Public Works Committee**

15. Staff

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

16. Liaisons

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

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

2. Council Priorities

Mid-Year Council Retreat

Milage Logs

File Attachments for Item:

6. Meeting Minutes for 5/14/2024

Recommended Action: Motion to approve 5/14/2024 meeting minutes as presented.

**City Council Meeting
Tuesday, May 14, 2024**

Minutes

WORK SESSION

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

PRESENT

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Jeff Eisel

1. 6:30 pm Review of 5/14/2024 Council Agenda
6:30 pm Review of 5/14/2024 Council Agenda

2. Council Priorities

Habitat for Humanity

Fire Inspector

Police Weapon Surplus

Mid-Year Council Retreat

Council Roles and Responsibilities

Council Priorities Next meeting.

Habitat for Humanity: Mayor Watterson updated council on how they can help us in the long run.

Fire Inspector: Mayor Watterson updated Council with the progress of a Fire Marshall for the City.

Police Weapon Surplus: Discussion only what the PD is proposing.

Mid-Year Council Retreat: Mayor Watterson advised Council he would like to have a mid year retreat possibly in August to go over the budget.

Council Roles and Responsibilities: Next meeting.

3. Discussion of 5/21/2024 Council Draft Agenda

Discussion of 5/21/2024 Council Draft Agenda, discussion held and Mayor Watterson advised Council if they would like to have anything added, please send to Jen or himself as soon as possible.

CALL TO ORDER

Mayor Watterson convened the regular Council Meeting at 7:30 pm with

PRESENT

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

4. Flag Salute

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 5/14/24.

Recommended Action: Motion to approve the agenda as presented.

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

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

Motion passes 5/0.

APPROVAL OF MINUTES

6. Meeting Minutes for 4/23/2024

Recommended Action: Motion to approve 4/23/2024 meeting minutes as presented.

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

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

Motion passes 5/0.

CONSENT CALENDAR

7. Consent Calendar April 24, 2024 through May 14, 2024 consisting of

Payroll EFT's in the amount of \$85,806.38

Claims checks #32341 through #32385 in the amount of \$197,118.64

for a grand total of \$282,925.02

Liquor Cannabis License: Mill Lane Winery

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

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

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

Motion passes 5/0.

EXECUTIVE SESSION

None

PRESENTATIONS

8. Tenino School District Superintendent Clint Endicott

Recommended Action: None, Presentation only

Tenino School District Superintendent Clint Endicott informed Mayor and Council on the school's plan to conserve water this year by not watering the grass during the summer months.

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

9. Bicycle Month

Recommended Action: Motion to approve Bicycle month proclamation.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

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

Motion passes 5/0.

OLD BUSINESS

None

NEW BUSINESS

10. GMA Periodic Update Grant

Recommended Action: Motion to approve GMA Periodic Update Grant

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

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

Motion passes 5/0.

11. HEAR Award

Recommended Action: Motion to accept the HEAR Award.

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

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

Motion passes 5/0.

12. Ag Park Change Order 2 N. Bldg Ag

Recommended Action: Motion to approve Change order #2 for North Building at Ag Park.

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

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

Motion passes 5/0.

RESOLUTIONS

None

ORDINANCES

13. Ordinance 930

Recommended Action: Motion to accept first reading of Ordinance 930

Motion made by Councilmember Gotovac to accept this as the first reading of Ordinance 930 **AMENDING THE TENINO MUNICIPAL CODE WITHIN THE PUBLIC/SEMI-PUBLIC ZONING DISTRICT**, Seconded by Councilmember Lawton.

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

Motion passes 5/0.

REPORTS

- 14. 1) Chamber of Commerce:** C/T Scharber reported for George Sharp stating the next lunch forum is 5/15 at the Sandstone Cafe beginning at noon with feature speakers, Jessica Rush

providing an update on Family Funday and the Pool Opening as well as other upcoming events; Jody Stolz and Pat Haller will provide an update on the Tenino Community Service Center and the activities planned to celebrate their 40th Anniversary and I will provide an update on the new changes taking place at Oregon Trail Days.

2) Economic Development Council (EDC): the EDC in partnership with the Washington Dept of Commerce is holding a 9 Week ScaleUp Course for Business Entrepreneurs June 4th - July 29th. It is free for businesses to participate in. Registration information can be found at <https://mystartup365.com/programs/scaleup>.

3) South Thurston Economic Development Initiative (STEDI): Next meeting to be held at St Martins on 5/17 at 9:30 am.

5) Experience Olympia & Beyond (VCB): Mayor Watterson attended an informational meeting on Vashon Island regarding the Biodigester they have and how it converts it into gas to be used in the City vehicles.

15. Committees/Commissions

1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

5) Public Safety Committee

6) Public Works Committee

3) Finance Committee: Next meeting scheduled for 6/11/2024 @ 11:00 am.

4) Planning Commission: Meet on 5/15 regarding the Comp Plan update.

5) Public Safety Committee: Councilmember Lawton state they just met and will meet again next week and will have a full report at the regular meeting. Councilmember O'Callahan also attended and reported they mainly discussed putting together a local emergency plan in case needed.

16. Staff

1) Chief of Police

2) Director of Public Works

3) City Planner

4) Code Enforcement/Building Inspector

5) PARC Specialist

6) City Attorney

7) Clerk/Treasurer

8) Mayor

1) Chief of Police: In training w/Office McClelland this week.

2) Director of Public Works: Jessica reported they have been very busy working to ready the pool for opening. The tentative opening day is 6/22/2024 during Family Fun Day.

5) PARC Specialist: Jessica reported the campground is starting to get more reservations for use. The pool passes will be available to purchase beginning on Thursday by internet or in person. There is going to be a history talk on Thursday at the Park. Tenino Railroad Days is scheduled for 9/21/2024, OTD is 7/26-28/2024 and the Lions Club Rummage Sale 7/19-7/21/2024.

7) Clerk/Treasurer: C/T Scharber reported she has been very busy working with the Auditor's for years 2019, 20, 21 and 2022 pulling documents and lots of meetings. We have been awarded another Loss Prevention Grant and are working on getting more cameras. She is trying to get additional Federal Funds for trailhead bathrooms and park.

8) Mayor: Mayor Watterson reported he has been working with the County on the Pool permits, walked the Norsman Property given to the City. Jessica has lots of plans for trails and such including horses and bikes. He met with Superintendent Endicott regarding emergency management procedures with the schools.

17. Liaisons

1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Thurston County Commissioner's Office

8) Legislature

1) Bucoda/Tenino Healthy Action Team (BTHAT): Councilmember Lawton reported they have met and will begin having weekly open meetings on Wednesday's at the Middle School beginning at 6:00 pm for meals and games. You can scan their QR code off the website to register.

2) Solid Waste Advisory Board: Councilmember Klamn reported they have been discussing the Rochester/Rainier transfers stations and if one of them are big enough for a South County Transfer Station. They are giving away their composting kits and information.

4) Tenino School Board: Councilmember Lawton reported the Band will be performing at the Middle School on Wednesday at 7:00 pm. The school will be closed on Friday 5/24 for the Holiday.

7) Thurston County Commissioner's Office: Mayor Watterson is talking with them regarding Jury Trials for the court.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

Memorial Day celebrations scheduled with VFW coming up.

ADJOURNMENT

Mayor Watterson adjourned the meeting at 7:56 pm.

File Attachments for Item:

7. Consent Calendar May 15, 2024 through May 28, 2024 consisting of Payroll EFT's in the amount of \$63,781.82

Claims checks #32386 through #32402 in the amount of \$10,764.43

for a grand total of \$74,545.95

Liquor Cannabis License: None

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

Consent Calendar May 15, 2024 through May 28, 2024 consisting of:

- **Payroll EFT's in the amount of \$63,781.52**
- **Claims Checks #32386 through #32402 in the amount of \$10,764.43.**

for a grand total of \$74,545.95

a) Liquor & Cannabis License:

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1665	05/20/2024	Payroll	5	EFT	Robert A Auderer	2,797.98	
1666	05/20/2024	Payroll	5	EFT	Veronica A Barnes	2,122.42	
1667	05/20/2024	Payroll	5	EFT	Troy LK Cannon	2,967.22	
1668	05/20/2024	Payroll	5	EFT	Rene Durand	2,149.00	
1669	05/20/2024	Payroll	5	EFT	Brent L Gibbs	2,853.19	
1670	05/20/2024	Payroll	5	EFT	Drew Johnson	3,057.75	
1671	05/20/2024	Payroll	5	EFT	Aaron Lee	2,560.36	
1672	05/20/2024	Payroll	5	EFT	Patrick H Maguire	1,847.78	
1673	05/20/2024	Payroll	5	EFT	Alec C McClelland	2,535.29	
1674	05/20/2024	Payroll	5	EFT	Cole Plaja	1,918.76	
1675	05/20/2024	Payroll	5	EFT	Jason M Plaja	2,762.61	
1676	05/20/2024	Payroll	5	EFT	Jessica Reeves-Rush	1,606.08	
1677	05/20/2024	Payroll	5	EFT	Maria Rodriguez	1,977.94	
1678	05/20/2024	Payroll	5	EFT	Jennifer N Scharber	2,597.81	
1679	05/20/2024	Payroll	5	EFT	Courtney N Sheldon	1,597.90	
1725	05/17/2024	Payroll	5	EFT	AWC Benefits Trust	15,003.70	Pay Cycle(s) 05/05/2024 To 05/05/2024 - AWC Disability; Pay Cycle(s) 05/05/2024 To 05/05/2024 - AWC; Pay Cycle(s) 05/20/2024 To 05/20/2024 - AWC
1726	05/17/2024	Payroll	5	EFT	Timberland Bank	12,605.73	941 Deposit for Pay Cycle(s) 05/20/2024 - 05/20/2024
1727	05/17/2024	Payroll	5	EFT	WA State Dept of Retirement Systems	410.00	Pay Cycle(s) 05/05/2024 To 05/05/2024 - Deferred Comp
1735	05/21/2024	Payroll	5	EFT	WA State Dept of Retirement Systems	410.00	Pay Cycle(s) 05/20/2024 To 05/20/2024 - Deferred Comp
1800	05/28/2024	Claims	5	32386	Robert A Auderer	511.47	
1801	05/28/2024	Claims	5	32387	Guinevere & Travis Burk	150.00	
1802	05/28/2024	Claims	5	32388	Chehalis Tribal Jail	1,300.00	
1803	05/28/2024	Claims	5	32389	Linda Gotovac	75.00	
1804	05/28/2024	Claims	5	32390	Trystyn J Hebert	75.00	
1805	05/28/2024	Claims	5	32391	Alec McClelland	160.74	
1806	05/28/2024	Claims	5	32392	Tammie & Shane Miller	150.00	
1807	05/28/2024	Claims	5	32393	Mountain Mist Water	30.23	
1808	05/28/2024	Claims	5	32394	Kirsten Pirrello	150.00	
1809	05/28/2024	Claims	5	32395	BusinessOffice Providence	16.00	
1810	05/28/2024	Claims	5	32396	Puget Sound Energy	4,413.85	
1811	05/28/2024	Claims	5	32397	Quill	272.81	
1812	05/28/2024	Claims	5	32398	Tiffany Sweet	150.00	
1813	05/28/2024	Claims	5	32399	T-Mobile	336.00	
1814	05/28/2024	Claims	5	32400	Thurston Co Economic Dev Council	2,500.00	
1815	05/28/2024	Claims	5	32401	Wells Fargo Vendor Fin Serv	460.07	
1816	05/28/2024	Claims	5	32402	Wilson Parts Corporation	13.26	

001 General Government Fund #001	51,896.55
002 Quarry Pool Fund #002	351.24
101 City Street Fund #101	2,270.00
401 Water Fund	5,552.86
410 Sewer Fund	14,475.30

Claims:	10,764.43
Payroll:	63,781.52
Total:	74,545.95

File Attachments for Item:

8. Park Master Plan

Recommended Action: Motion to approve Park Master Plan

Parks & Recreation Plan

FOREWORD

Development of a Parks & Recreation Plan began as a Vision Statement in the City's Comprehensive Plan. The Planning Commission, along with citizens and City staff, developed the Comprehensive Plan. The Plan contains goals and policies that are used to guide the City of Tenino in its actions and decisions affecting the City's infrastructure.

Various Comprehensive Plan elements, such as Parks, Recreation and Open Space, Capital Facilities, and Transportation elements, contain goals and policies that address needs, direction, and design issues for City Parks, including non-motorized transportation. The Comprehensive Plan also presents a Vision Statement that relays the value that the community places on well-developed City systems. To fulfill the City's Vision Statement regarding parks, including non-motorized transportation, the Community Development Department is charged with developing plans, programs, and regulations to ***"Encourage the planning and use of public parks and facilities for multiple purposes"***. This Plan provides specific tools to implement the goals and policies of the Comprehensive Plan. By adopting this Plan, the City acknowledges the quality-of-life issues that are supported by a well-managed park system.

Being a bedroom community of the greater Olympia region, Tenino has potential to rapidly expand. This fact underscores the critical nature of the challenges that face the City's Parks system. Travel within and through Tenino is heavily dependent on the automobile. A limited arterial system, very limited transit service, and currently limited non-motorized travel facilities characterize much of the City's current transportation system.

Thurston Regional Planning Council was selected to provide planning consultants to assist in several key areas of the Plan's development.

The City Council accepted the original Parks & Recreation Plan in April 2008. This revision was drafted by the Tenino Park Commission and sent to the City Council in January 2016 and presented for public hearings in February 2016

This Plan is intended to ensure that the City's Parks system and its management meet the needs of the City's future development.

ACKNOWLEDGMENTS

The City would like to acknowledge those individuals who spent many hours contributing to updating this Plan.

City Council

David Watterson, Mayor

Linda Gotovac, Councilmember - Position 1

Elaine Klamm, Councilmember - Position 2

John O`Callahan, Councilmember - Position 3

Jason Lawton, Councilmember - Position 4

Jeff Eisel, Councilmember - Position 5

Planning Commission

Adam Carney, Commissioner – Position 1

Will Rutherford, Commissioner - Position 2

Darnella Stenzel, Commissioner - Position 3

Matthew Rounsley, Commissioner - Position 4

Alex Murray, Commissioner - Position 5

City Staff

Troy Cannon, Public Works Director

Jen Scharber, Clerk/Treasurer

Jessica Reeves-Rush, PARC Specialist

Mike Marshall, Engineer

Dan Penrose, Planner

Consulted Jurisdictions

Thurston Regional Planning Council:

- Paul Brewster, Senior Planner
- Scott Carte, GIS Coordinator
- Michael Ambrogi, Senior Planner
- Theresa Julius, Senior Planner
- Michael Mills, Associate Planner
- Allison Osterberg, Planning Manager
- Katrina Van Every, Transportation Manager

Suggestions for consideration in future updates of this Plan may be submitted to the City of Tenino at:

City of Tenino
Community Development Department
www.cityoftenino.us

149 Hodgden Street South | ph: 360.264.2368
P.O. Box 4019 | fax: 360.264.5772
Tenino, WA 98589 | jreevesrush@cityoftenino.org

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DRAFT

Chapter 1. Introduction

1.1. Plan Purpose & Background

Parks, recreation, and open space are important community assets, and open space has been identified by its citizens as an important component of Tenino's small city character (1989 survey cited in 1990 comprehensive plan). Changes in the community, especially the anticipated population growth associated with the sewer installation, will impact the community's needs for parks. It is therefore important to set a definite direction for the future development of parks to help preserve the character of the community.

The City of Tenino Comprehensive Plan states that the development of a Parks & Recreation Plan that sets policy for future parks development is a needed action. This plan is intended to serve as a guide and provide policy direction for the development of a parks and recreation system over the next 15-20 years. As such, it looks at the system-wide needs of the community; although need and condition for specific facilities is considered, site specific design is not included.

Historically, a long-term policy framework for parks has largely been lacking. While there have been significant strides in physical developments to a park system (including the reopening of the quarry pool, installing a new playground and pump track and the construction of the Yelm-Tenino Trail), planning on a system-wide scale has been addressed only in fits and starts. The City of Tenino began to consider parks policy in the late 1980s (untitled December 1988 document). At that time it was decided that such a framework could be met through the city comprehensive planning process. In 1990, the city's first comprehensive plan introduced the goal of creating an in-depth park master plan. Various actions identified in the Parks, Recreation and Open Space element were intended as a means to developing and implementing a master plan, including establishing a Parks Advisory Board and applying to Washington State's Interagency Committee for Outdoor Recreation (IAC) for grants. The current Park Commission was established in late 2008. The 2016 Park Commission was responsible for the plan in 2016. The current plan was updated by City Staff in 2024.

This Parks & Recreation Plan is organized into seven chapters:

1. **Introduction** — discusses relevant background information including the physical and geographical characteristics and history of the community.
2. **Existing Park and Recreation Resources** — outlines the conditions and amount of park and recreation facilities that currently exist within the community.
3. **Public Participation** — discusses how community members are involved in the process for preparation of the plan.
4. **Demand and Needs Analysis** — discusses and analyzes recreation demand and analysis from policies and community characteristics and from public input.
5. **Goals and Objectives** — outlines the goals, objectives, and policies for future development of a park system.
6. **Implementation** — identifies actions and strategies to implement the plan and policies and make a park system a reality.
7. **Development Plan and Capital Improvement Program** — identifies priority projects and a capital improvement program the City can implement to improve facilities and access to recreational amenities.

1.2. The Place: Planning Area and Surroundings

The City of Tenino is located roughly 12 miles south of Olympia. There are approximately 924 total acres within city limits. The boundaries of the city are influenced by the surrounding hills. Development centers on State Route 507 (SR 507, also known as the Bucoda Highway). Consequently, the city spreads further from the east to west than from north to south. Scatter Creek runs along the north side of the city. The south side of the city in the eastern portion is bordered by the Yelm to Tenino trail. The south side of the western portion of the city is bordered by Mima mounds, the Wastewater Treatment Plant and open land. The surrounding hills include Blumauer Hill, Church Hill, Lemon Hill and Chaenn Hill.

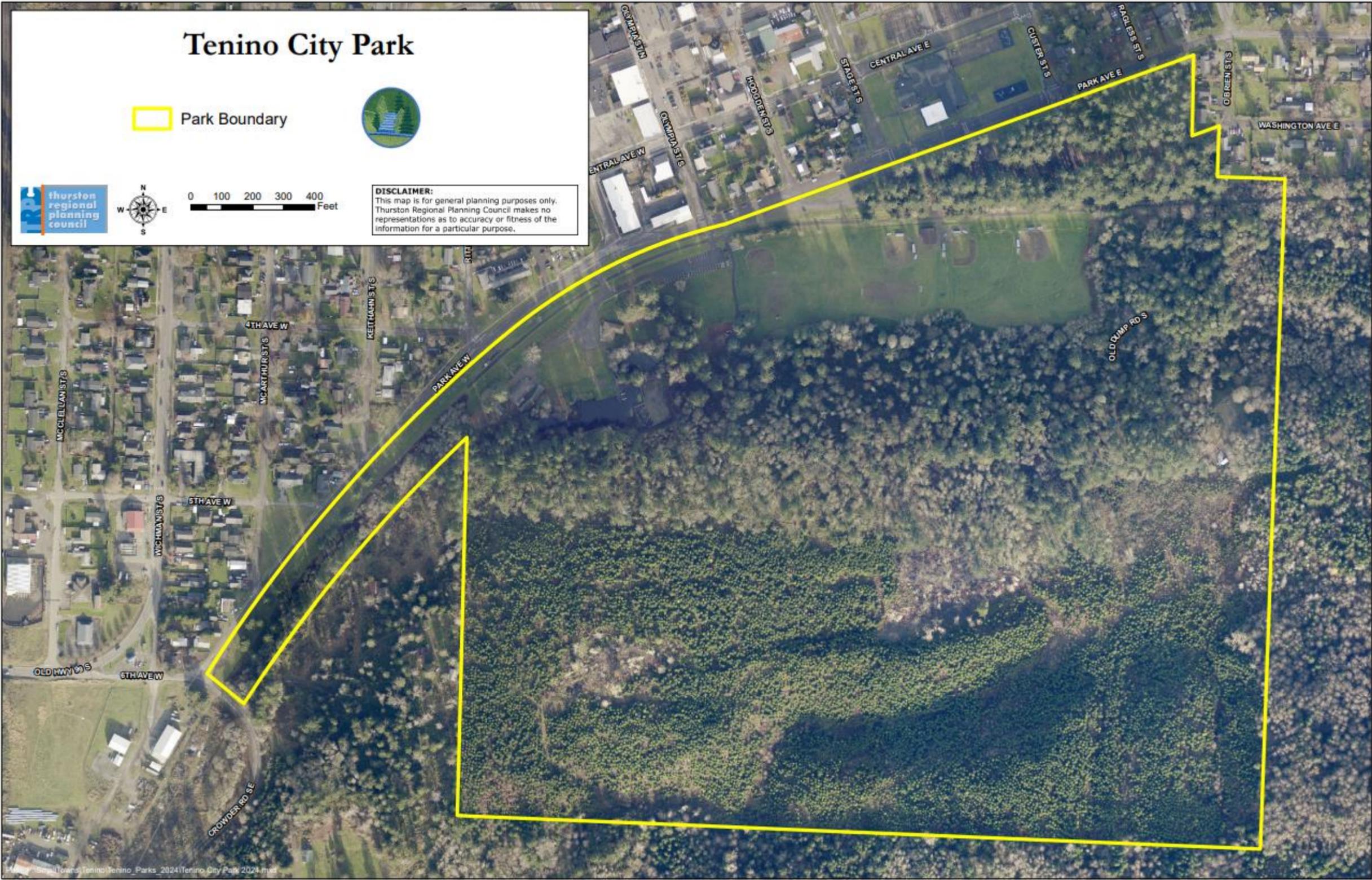


Figure 1, Tenino City Park

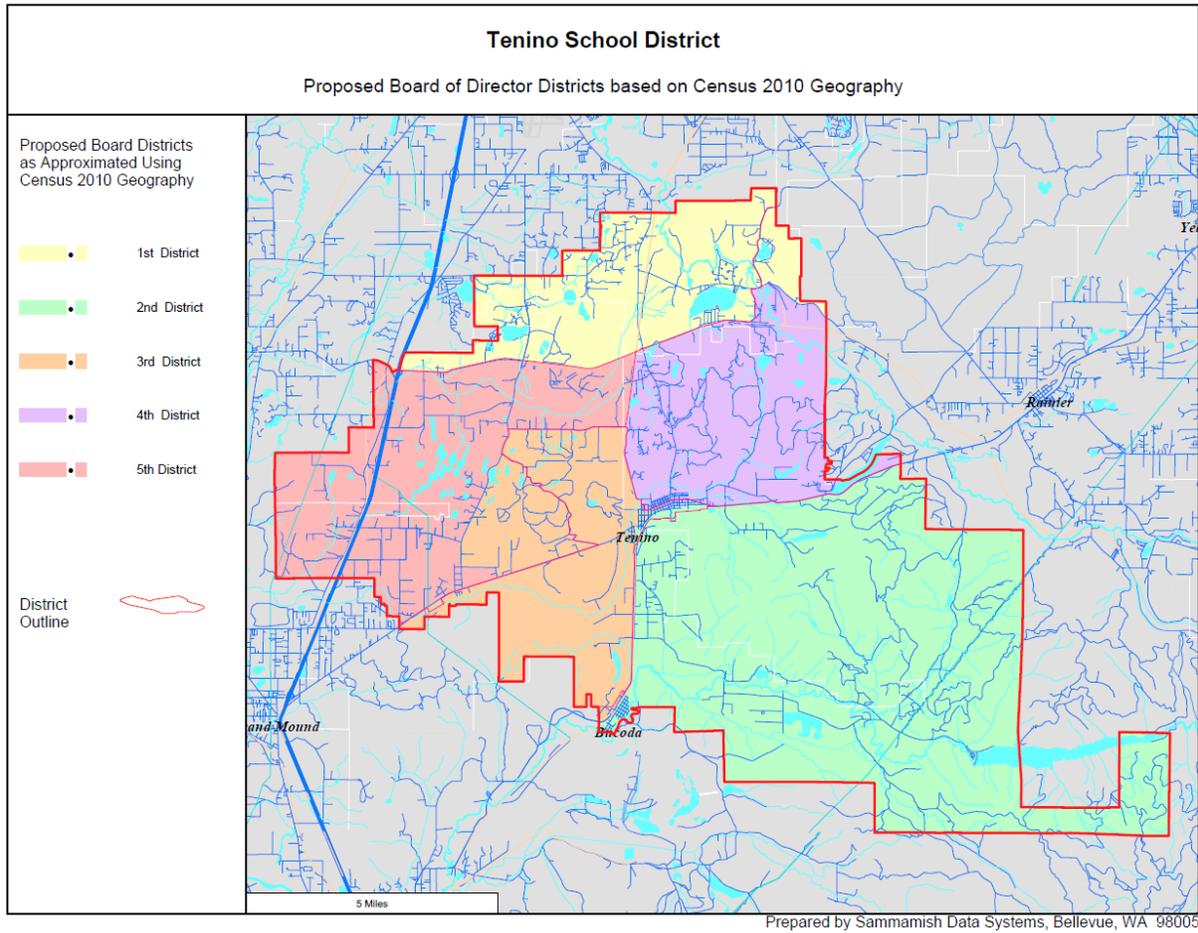
The primary recreational amenity for the city is the Tenino City Park. Comprising approximately 115 acres of site (see Figure 1), the park includes the following facilities:

- Quarry Memorial Pool - a cold water wading pool, splash pad and “lake” within an old sandstone quarry. Features small restroom facility and a natural pond area.
- Tenino Depot Museum – former train depot building and support buildings.
- Ticknor School – historic schoolhouse moved next to Tenino Depot Museum.
- Quarry House – former quarry office building used as a Community Center.
- Campground – multiple campsites with designated or open field camping and restrooms.
- Playground in the “Old Park” for younger children.
- Ball Field Facility – support facility with restrooms for Little League Fields.
- Main Playground and Pump tracks- Upgraded in 2023. Features a restroom facility.
- New Park addition of 60+ acres of passive use conservation land.
- Yelm-Rainier-Tenino trailhead with bike station and kiosk.
- 2 picnic Shelters
- Veteran’s Memorial Wall

These facilities create a strong recreational base for the community and functionally serve as the city’s community center.

The Tenino School District (Figure 2), serves a significant area of unincorporated Thurston County and the town of Bucoda in addition to the City of Tenino. The district is composed of four schools that provide a variety of recreational opportunities. Tenino High School has a stadium with a football and soccer field and track, a softball field, and two baseball fields. Tenino Middle features tennis courts and playing fields. Tenino Elementary School offer playing fields and a playground. Parkside Elementary has swings and other playground equipment for younger children.

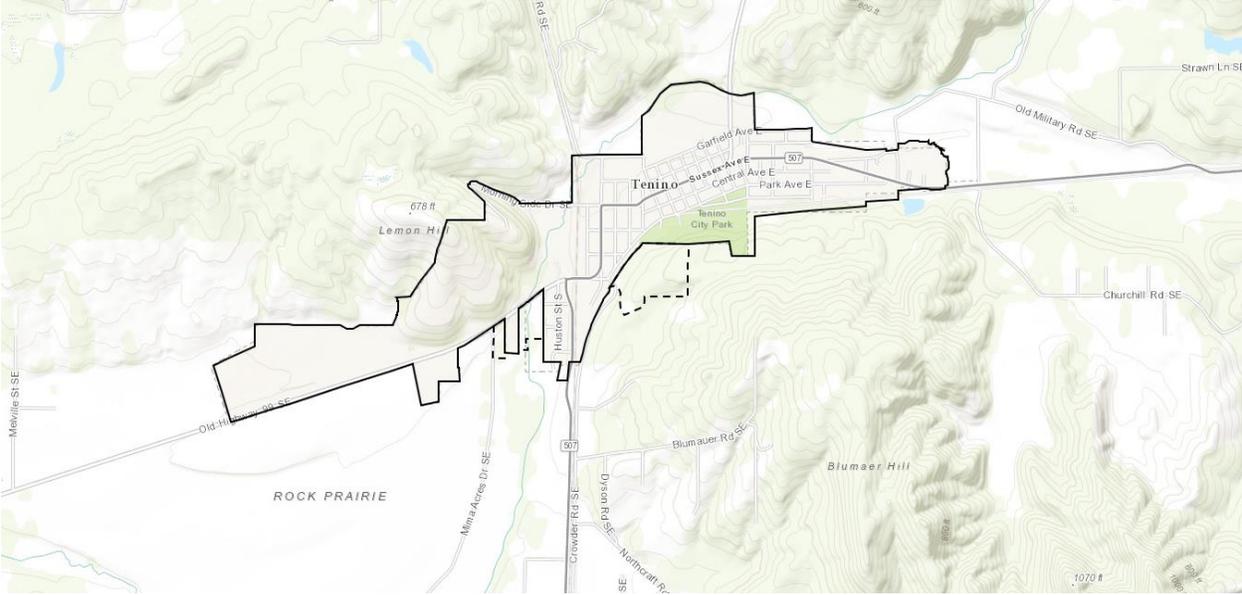
Figure 2, Tenino School District



Source: Tenino School District

The Tenino city limits (Figure 3) includes 386 acres west of downtown Tenino that were annexed in 2007-2008 but are for the most part undeveloped. Future growth will be directed toward this area. An agricultural park is under construction in this area.

Figure 3, Tenino City Limits and Urban Growth Boundary



There are areas outside the City of Tenino's formal planning area that complement the city's open space and parks system. The areas surrounding the city are generally open space, vacant lands, or natural resources (both public and private). For instance, the area to the east of the City Park is held by Creekside Conservancy, a private non-profit that intends to hold the property as a natural area. This area includes Mill Pond.

Part of the Chehalis Western Trail regional trail system, the Yelm-Tenino Trail connects the cities of Tenino, Rainier, and Yelm and bisects Tenino City Park.

1.3. History

Tenino has long been known as a crossroads town. Long before western expansion, Native American roads passed through the Tenino area from the Chehalis and Cowlitz lands to the Nisqually area. These same roads would become the route for the Hudson Bay Company between Fort Vancouver and Fort Nisqually. Later the Americans would come this way from Cowlitz Landing and from Tenino either go North to the Tumwater or East to Yelm and Nisqually.

Tenino was shaped by the interaction of its people, history, and landscape. The City began as a settlement and stage stop along the Cowlitz Branch Oregon Trail and later became a major depot for trains traveling between Portland and Seattle. Coal was discovered in the vicinity in 1853 and the area was known as the "Coal Bank Precinct." Soon after settlement, Tenino emerged as a major source of sandstone used in building construction throughout the West Coast. Reminders of this rich history still exists throughout the City, particularly the fine sandstone buildings, quarry sites, trail markers and the old train depot.

In 1872 a railroad line from the Columbia River to Tenino's Olympia Street was completed. The first station was built and the first known usage of the name Tenino was given to the depot. The route was the closest mainline rail transportation to Olympia. From the Tenino depot, two stagecoaches ran daily to the capital city. A branch line to Olympia was completed in 1878.

Following the establishment of the rail line through Tenino, sandstone quarries were established and became a major industry in the city for several decades. In 1888, Van Tine and Fenton's Tenino Stone

Company founded the first Quarry, now the site of the Quarry pool. This development was followed by the Eureka Sandstone Company on the east side of the city and later the Hercules Stone Company on the west side. By 1912, concrete had become a widely used construction material; although the sandstone industry declined, the quarries continued to operate until the 1930s.



Tenino looking east, circa 1910

Tenino is also famous for printing wooden scrip, a substitute for legal tender. When the Great Depression hit in the early 1930s, The Citizen's Bank of Tenino failed. In order to relieve the currency shortage, the Tenino Chamber of Commerce issued wooden scrip that represented up to 25% of the money in each bank account. Tenino's ingenuity became famous in an economically depressed world.

Exploratory oil wells were drilled in and around the City in the 1940's in the hopes of finding another source of prosperity, but the wells failed to produce positive results. Logging and farming later became the major employers in Tenino, and the city is still a regional trading center for South Thurston County.



Tenino Main Street looking west, circa 1949.

Until 1954, Highway 99 (Pacific Highway) was the primary north/south route between Portland and Seattle as well as the major transportation route for the West Coast. During that period, Tenino's economy was oriented to tourism from the highway. With the completion of Interstate 5, the major transportation corridor moved to the west of the city. Since, 1954, Tenino's ability to capture the tourist trade has diminished substantially.

The Tenino City Park is closely associated with the city's history. The city's first quarry filled with water from springs and was officially dedicated as the Memorial Pool in 1945. The original sandstone quarry office, now known as the Quarry House, acts as a community center. In 1975, the third Tenino Depot, which is of sandstone construction, was moved to its present location at the city park and later opened as the Tenino Depot Museum. In the early 2000's the Montgomery Mill, Rota Farm Building, and the Ticknor One Room School House were added to the Tenino Depot Museum site. In 2019 the Forestry Building and Great Northern Caboose were added. Both the Tenino Depot Museum and the Ticknor Schoolhouse are on the National Register of Historic Places.

Chapter 2. Existing Park and Recreation Resources

2.1. Overview

Tenino's natural beauty and semi-remote location afford the citizens and region with a wide variety of recreational opportunities. The City Park hosts sports fields, an outdoor swimming pool, 2 playgrounds, camping opportunities, a museum complex, hiking trails and the Quarry House.

The Yelm-Rainier-Tenino Trail provides biking, hiking, nature viewing opportunities, and links Tenino to Rainier, Yelm, and the northern half of Thurston County.

The Tenino School District has a range of outdoor sports fields at three separate locations in the community. In addition, there is an abundance of surrounding natural resources such as Scatter Creek, Mill Pond, and local lakes and prairies.

Although Tenino now has 115 acres of park and recreation land to serve its current population, many of the facilities require upgrading. It will be important to acquire new properties for passive recreation and open space opportunities in local communities. Small parks should be created to serve local neighborhoods. Establishing new programs to accommodate growth and changing needs is a continuing priority as local and regional population densities rise. The new PARC Specialist (since 2022) has gradually implemented recreation programs and brought opportunities to Tenino, but this program is new and has room for continued growth.

2.2. City Park

Tenino City Park provides 115 acres of park and recreation land that consist primarily of a campground, playgrounds, swimming pool, museum, hiking and walking trails, and playfields. Other amenities include picnic tables, shelters, kiosk, bike station, restrooms, veteran's memorial wall, and climbing rocks. Concentrated in the south-central area of the city, most of the park is located south of the Yelm-Tenino Trail. North of the Yelm Tenino Trail is the city's campground and parking areas that serve the playfields and community events. Approximately 75% of the park's lands are in a natural state, and Tenino City Park is a focal point and gathering place for the community.

Although funding remains a challenge, the city recognizes the need to maintain Tenino City Park's existing facilities and to expand active recreational facilities.

2.3. Trails

There are three types of trails currently, one a natural trail throughout the natural areas and the second a paved groomed trail. The natural trails are soft surface to accommodate hikers and/or multi-use. They are relatively narrow, low-density trails in the park area.

The second type of trail is a paved trail that loops around Tenino City Park and increases accessibility throughout the park. This trail is popular with walkers and bikers as it joins up with the Yelm-Rainier - Tenino Trail and is referred to as the Accessibility Trail.

In Tenino the third type of trail is the Yelm-Rainier-Tenino Trail (YRT). It was built on an abandoned rail corridor. It is a 14-mile Class I facility which connects Tenino with Rainier, Yelm and beyond. It was completed in 2005. It also connects to the north-south Chehalis-Western Trail and the Lacey-Olympia-

Tumwater urban area to the north. This regionally significant trail system provides users of all ages and abilities a safe route for biking or walking between communities, whether to satisfy transportation or recreational needs. It also expands circulation opportunities within Tenino for non-motorized transportation. The YTT now accommodates biking, walking, jogging and equestrian facilities, which has expanded outdoor recreational activities within the City.

The YTT can be incorporated into the Tenino area via trail network components listed in Table 2.2.

Table 2.2 Trail Network Components

	Function	Trail Surfacing	Trail Users
Backbone Trails	Large-scale regional facilities that link Tenino with surrounding jurisdictions	10'-12' paved pathways Parallel soft-surface trails	Multi-use Bicyclists Pedestrians Skaters Horses?
Collector Trails	Medium-scale facilities, typically within city street rights-of-way, that provide connections to the backbone trails	8' sidewalk separated from the street with a planting strip Parallel 2'-3' soft surface trail Most corridors designated for collector trails include on-street bicycle lane facilities.	Bicyclists Pedestrians
Multi-Use/ Hiking and/or Neighborhood Linkages	Small-scale pedestrian connections that link neighborhoods with each other and with longer collector and backbone trails	Soft-surface trails. While sidewalks function to link neighborhoods, for trail planning purposes, sidewalk segments are not considered to be neighborhood trail links.	Multi-use Hiking

Lastly, the Newly acquired 60 acres will feature a new trail system that link to our current trails. These trails will be built to accommodate horses, mountain bikes and hikers.

2.4. Bicycle Paths

The Parks and Trails map (Figure 4), identifies existing trails including the YRT and proposed biking routes. Biking routes are classified based on several criteria (Table 2.4). These routes will provide interconnectivity between the northern half of the City to the Yelm-Tenino Trail.

Figure 4, Parks and Trails

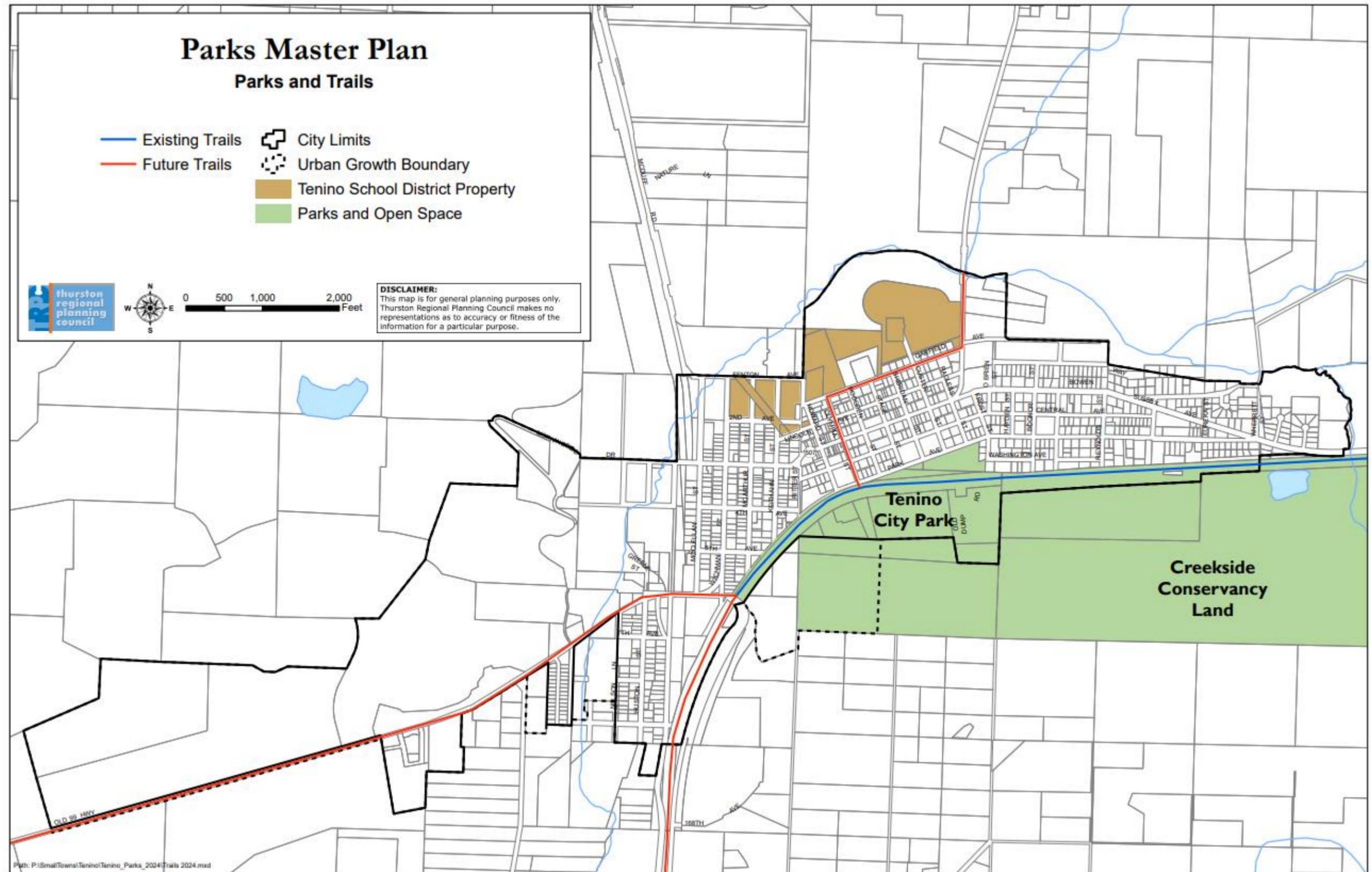


Table 2.4 Non-Motorized Transportation Network Components
Table 2.4 Non-Motorized Transportation Network Components

Class	Characteristic	Facility Design/Users	Location Examples
Class I: Bicycle Paths	Bicycle facilities that are physically separated from motorized traffic.	Paved multi-use trails can be used by all cyclists, especially those uncomfortable riding in traffic. However, commuter cyclists who desire fast travel speeds may often choose to ride on streets instead of trails. Soft-surface trails may be ridden by most cyclists, but are most suitable for mountain bikes and fair-weather riding. Swept and kept clear of debris all time of the year.	Yelm-Tenino Trail
Class II: Bicycle Lanes	Portions of a roadway identified by striping, signing and pavement marking for preferential use by bicyclists.	Bicycle lanes are most often provided on major streets where traffic volumes and speeds necessitate some level of separation between cyclists and motor vehicles. If provided for longer distances with no hazards or missing links, bike lanes can encourage people to bicycle who normally wouldn't consider it. Regular maintenance and sweeping of bicycle lanes is necessary to prevent buildup of road debris, which reduces traction, increases incidences of flat tires, and can present dangerous obstacles. Include signal cycle activation not dependent upon automobiles.	Tenino-Old 99 Link Tenino-Bucoda Link Tenino-Grand Mound Link (all proposed links)
Class III: Shared Roadways	Streets shared by bicycles and motor vehicles that have either: ¾ Wide curb lanes ¾ Paved shoulders ¾ Low traffic volumes and speeds (May or may not have Bike Route signs)	Arterial streets with undesignated wide curb lanes or paved shoulders typically have traffic speeds and volumes that are too high for all but the most experienced bicyclists. Local streets and areas with effective traffic calming are suitable for cyclists to share the road with motorists because both will be traveling at similar speeds.	Park Avenue Wichman Street Houston Street

The City is charged with employing guidelines to provide facilities for bicyclists and pedestrians. Within the Transportation element of the Comprehensive Plan, Policy T-2.5 states that, "The City shall encourage travel by means other than the automobile and provide for pedestrian and bicycle safety throughout the City". Although pedestrians and bicycles move throughout the City, a cohesive plan has not been adopted in designating routes. Due to the increased levels of motorized traffic throughout the City, conflicts between pedestrians and bicycles and vehicles present safety concerns for City Leaders.

The importance the City places on a quality multi-modal transportation system can be found in the following Comprehensive Plan policies:

Policy T-2.4: The City shall maintain the transportation system at a level comparable with design standards applied to new facilities.

Action: The City will establish programs and schedules for the level and frequency of roadway, bikeway, and sidewalk maintenance.

Policy T-2.5: The City shall encourage travel by means other than the automobile and provide for pedestrian and bicycle safety throughout the City.

Action: The City will look for ways to leverage investments in the Yelm-Rainier-Tenino trail to increase local circulation opportunities for bicycle and pedestrian travel.

Action: The City will work to develop the trailhead of the Yelm-Rainier-Tenino trail into a gateway to the regional network, providing linkages for Tenino citizens to that bigger network as well as opportunities for those arriving in the city to access local streets and businesses.

Comprehensive plan Policy T-3.6 states: "Encourage pedestrian and bicycle access to and from residential and commercial areas by improving and adding sidewalks throughout the city". One method to ensure new sidewalks are added to the inventory will occur through development and redevelopment activity. Another option is the possibility of forming Local Improvement Districts (LIDs) to have an entire block of sidewalks constructed in a uniform manner.

2.5. Sidewalks

Sidewalks play an important role in pedestrian mobility throughout the City. Existing sidewalks have been inventoried and the quality rated as good, fair, poor for identification of future repairs. Areas within the City being considered for future sidewalks have been identified in Figure 5, Sidewalk Improvement Priorities.

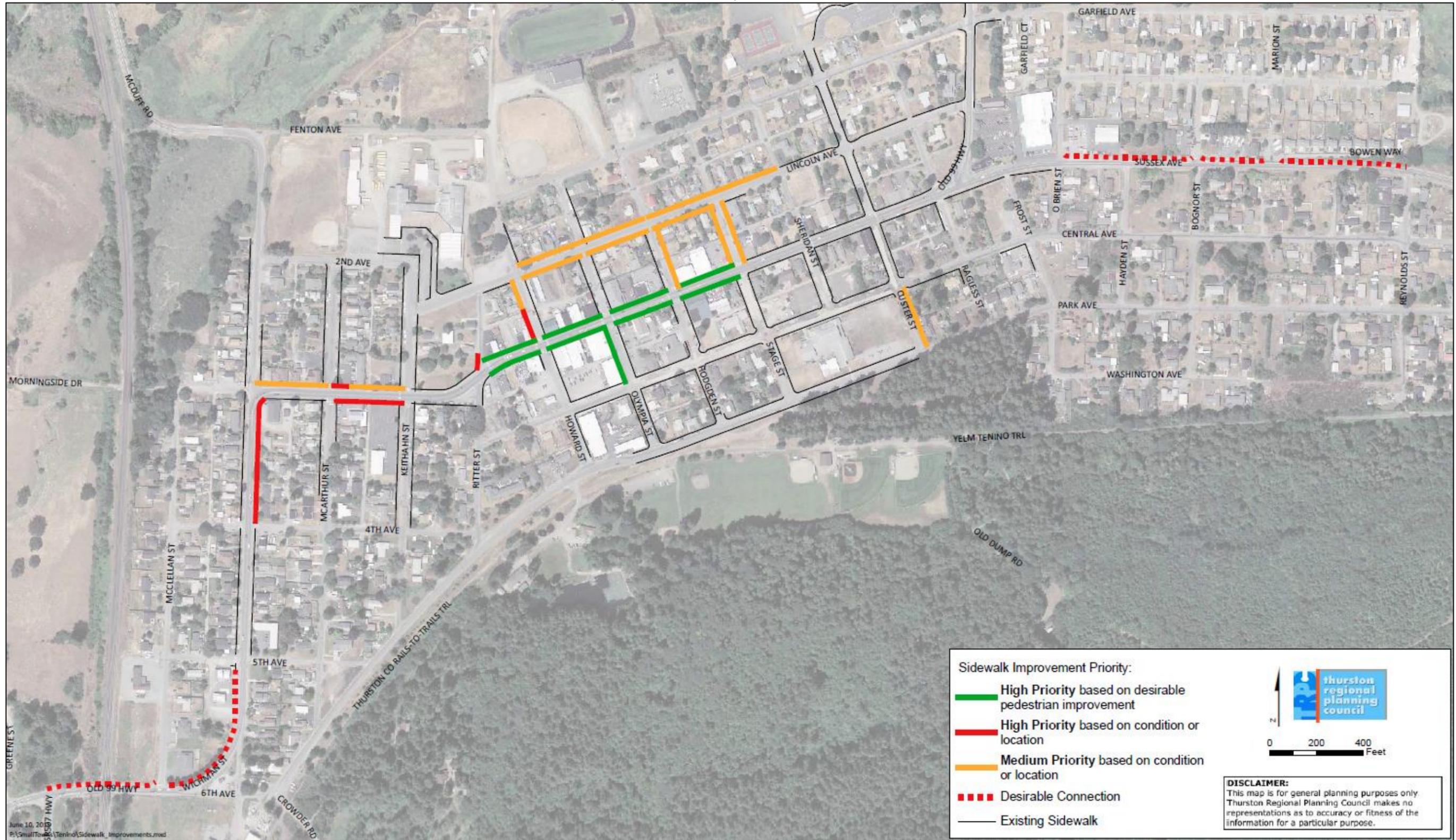
Sidewalks provide the linkage that connects different parts of the City. Many of the existing sidewalks need some form of maintenance and repair, which should be established and prioritized in the Capital Facilities Plan. Several options exist to ensure future sidewalks are constructed (see table 2.5 below).

Table 2.5 Sidewalks & Trails

Item	Sidewalks	Future Sidewalks
Length	26,520 feet	46,000 feet
Connected	Gaps	No
Quality	Fair to poor	Non-Existent
Future Connection	Yes – 2,581 feet	Yes – to 26,520 feet of existing sidewalk

Trails, sidewalks, and bikeways play an important part in the City's transportation system. Integrating existing trails, sidewalks, and bikeways into a unified future system will ensure Comprehensive Plan goals are achieved and provide the citizens with a safe, interconnected, multi-modal network.

Figure 5. Sidewalk Improvement Priorities



2.6. Natural Resource Lands

The Comprehensive Plan identifies the need to continue “to promote, preserve, and maintain the natural environment which contributes towards the underlying quality of life elements of the City of Tenino”. Critical Area regulations have been crafted to encourage enhancement and preservation of natural resource areas by allowing density transfer programs and other incentives in return for development opportunities. Scatter Creek can provide prime recreational opportunities provided it is enhanced and brought into the City Park system as a nature trail. A portion of the City’s Wastewater Treatment Plant has been set aside as a natural area.

2.7. Open Space

Tenino's open spaces contribute to its pastoral atmosphere. Both public and private lands can be considered open space, including parks, farmland, playing fields, forested hills, wetlands, and areas along public rights-of-way. These spaces offer visual relief and separation from the built environment and serve as a natural system that protects surface water, ground water, and enhances air quality. Open space also provides wildlife habitat for birds, deer, and other species. The continuation of such open spaces enhances Tenino's air and water quality and maintains slope stability.

Additional open space can be provided in several ways, such as acquisition by the city through gifts or purchase or by development activities that may require dedication of open space.

2.8. Schools

The Tenino School District is a major property owner within Tenino. There are four schools located in Tenino that provide recreational amenities to city residents, including a sports stadium, a track, a tennis court, a softball field, two baseball fields, and playground equipment. These resources are open to residents when not used by the Tenino School District.

2.9. Summary

Tenino’s large public park is closely linked to the City’s history. It is the site of a past historic sandstone quarry operation, where the original quarry office building remains intact. The former quarry site is now in use as the public swimming pool. It is also the site of the Tenino Depot Museum which is housed in the third railroad station depot (1914). The old Ticknor school, which was moved from the original Skookumchuck Road site, is located next to the museum. Both the Museum and Ticknor Schoolhouse are on the National Register for Historic Places. This well-loved park is a community focal point. Funding for maintaining such a large park remains a challenge for the city as many of the facilities require upgrades. Facilities needing upgrades at this time are the ball fields and support facilities, the Quarry Pool needs a new bathhouse, the campground needs upgrades, the Tenino Depot Museum needs a long-range site plan.

This Park Master Plan will provide a long-range vision for Tenino's parks, with details that assist in obtaining funding for infrastructure improvements.

Chapter 3. Public Participation

3.1. 2006 Survey and Results

As an initial step in the parks planning process, a survey was designed to gauge citizen's recreation demand, hopes and concerns. The survey was designed to short and simple to encourage return rate and ease distribution. It was made up of multiple choice, rating and open questions covering a range of recreation related purposes. Questions asked for respondents' rough location within the city and the ages of members of their household. Some questions were aimed at determining their park usage and satisfaction with current facilities. Other questions gauged demand for facilities for particular activities and what policy issues were important to respondents. Open questions were included to capture their thoughts on recreation and parks that were not covered in other questions and to reinforce some of the responses to previous questions. (See Appendix for a copy of the survey).

Surveys were sent to all Tenino utility customers around the second week of March 2006. A March 29 deadline was set for receiving completed surveys. Some surveys were received after the deadline.

Out of approximately 600 surveys sent out, 137 were returned by the deadline for about a 23% response rate. The response rate is large enough to draw valid conclusions from and the geographic distribution of responses correlated well with areas in which people currently live. The demographic categories roughly fit those seen in the 2000 Census.

If the respondent lived in close proximity (less than a 1/4 mile from the YTT Trail) they were much more likely to indicate that they use the trail more often. Very few respondents indicated that they use parks in nearby cities or regional parks more than occasionally. Overall, recreational usage concentrates in the city park.

Ratings or facilities on operational aspects were to a large degree either moderate or excellent. Safety and maintenance were skewed more towards moderate than to excellent ratings.

In regard to particular activities, survey takers were asked: how often a household member participates in an activity and whether more facilities would lead to their participating in an activity more frequently. From responses to these questions, two measures were created. Participation rate is derived from the first question and facility demand from the second.

Table 3:1 Comparison of activities with moderate to high participation rates and facility demand:

Activity	Participation rate	Facility Demand
Walking	High	High
Picnicking	High	High
Viewpoints	High	High
Swimming	Mod	High
Hiking	Mod	Mod
Bird watching	Mod	Mod
Bicycling	Mod	Mod
Playground	Mod	
Fishing		Mod
Indoor Sports		Mod

The most common activities that respondents mention they participate in that were not specifically asked were camping and backpacking; indoor activities such as gym use, weightlifting or exercise; activities with dogs and attending movies, theater, and plays.

Some trends within the written comments were upon improvements or expansion of existing facilities such as picnic tables and areas, benches near trails and either more restrooms or improvements on existing restrooms. Some comments expressed desire for preservation and care of the trees in the city park.

A significant amount expressed a desire for more trails or improvements on existing ones, which is consistent with the high participation rate a facility demand for walking. In the question dealing with how people get to the park, there was a large amount of people who indicated that they walk, jog, or run to the park implying that maintaining good pedestrian accessibility to the park would be ideal. More than a third of respondents indicate that they bicycle as a means of transport (even though very few indicated they bike to the park or other facilities). A majority of respondents that indicated that someone in their household biked as a means of transport also indicated that they have at least one child under the age of 18. This implies that a network of bike-able routes within the city would be needed.

The final trend was the identification of facilities that are currently absent within the city that people would like to see. Many comments noted the need for a senior or community center to provide for activities for seniors. Also a number expressed a desire for an indoor pool or indoor gym/facilities in a YMCA-like setting. Another facility that many people commented on wanting is a dog park. There was a large amount of interest in a farmers market. The Tenino Farmers Market opened under a group of local citizens in 2006. Interest in organized leagues for children was also high.

3.2. Public Workshop Meeting

On May 16, 2006, a public workshop meeting was held at the quarry house to get public input on the plan development. The turnout was ten citizens. Also attending were the mayor, city staff, TRPC staff and a representative from Thurston County.

After presentations outlining the parks planning process and progress to that point, a discussion was facilitated by TRPC. Discussion focused on four questions: what do community members like about existing facilities what is working; ideas and suggestions for improving existing facilities; what future development of recreation facilities they would like to see; and hopes, concerns and issues with future and existing facilities. Answers to questions were tracked on flip charts on easels. At the end of the facilitated discussions, participants were asked to rank their 'must have' and 'nice to have' priorities by placing green and yellow dots respectively next to each issue identified on the flip charts. This created prioritized lists for each question.

Data gathered on respondents location within the city (intersection data) was used to relate survey results to location as part of a Geographic Information System (GIS) analysis. The use of GIS allows differences in survey results based on location to become apparent.

3.3. Park Advisory Committee

A citizen Quarry Pool task force was formed in February 2007 in response to an outpouring of citizen concerns about issues impacting Tenino City Park. The Weyerhaeuser Corporation requested a permanent easement through a corner of the park to allow access for logging and eventual development in the City's

UGA. Concurrently, the City received an arborist's report that 13 trees on city property on the edge of the cliff overlooking the Quarry Pool presented an imminent danger to pool property and users. Another 28 trees were reported likely to become an imminent danger if the Weyerhaeuser property were to be logged.

The task force grew into a Parks Advisory Committee by the City Council, brought together the city, adjacent property owners, including the Heernet Foundation (now Creekside Conservancy) and Weyerhaeuser, and concerned citizens to develop a plan that could satisfy the needs of all parties. Meetings were held at least once each month for the next year. These meetings were publicized in City flyers as well as local and regional newspapers and were well received. The result was an acquisition of land to buffer the south side of the pool. And the formation of the Tenino Park Commission.

3.4. 2011 Survey and Results

In 2011, a survey was conducted by the park commissioners. Surveys were provided and filled out at specific community events and public spaces (farmers market, on the Yelm-Tenino trail, at the Quarry Pool, car show, etc.) as well as distributed to Tenino Water customers with their water bill. Although not all were completed, 304 surveys were filled out and collected. Survey response was minimal when sent out with the water bills and resulted in approximately six returned. A copy of the survey is available in Appendix A.

As a result of this exercise, the city learned:

- The majority of respondents like to walk. The connectivity of walking opportunities was stressed by a number of people. Maintaining, expanding, and enhancing walking trails to the Westside Annex of Tenino are recommended.
- Existing facilities, including the pool, sports fields, picnic shelters and playground are being used consistently. However, some visitors indicated they were not aware of other community amenities available at Tenino City Park such as the campground and the museum.
- Survey results confirmed that Tenino City Park is a regional attraction with visitors coming from outside the city to utilize the city's park and trails. The Quarry Pool, the Yelm – Tenino Bike Trail trailhead, sporting events, and other community events all draw people from both Thurston and Lewis counties, with repeat attendance.
- Respondents were interested in specific improvements, including establishing a reflexology path, a skateboard park, and installing bike racks, and a dog park.
- The soccer fields need maintenance to even out rough spots.
- Many that use the park, trails, and campground would like some rules or guidelines posted. Specifically camping area rules and parameters are quite unclear to visitors. Interest was also expressed for educational signage.
- There is interest in museum improvements and attendance at museum events. A number of survey respondents noted that they were in Tenino to see or visit something specific such as the Depot Museum or an event.
- While a number of respondents use the local paper for information, respondents also want to access information via the Internet.

3.5. Tenino City Park Master Plan

In 2014, the city was awarded a \$5,000 grant from the Port of Olympia; using an additional \$5,000 in matching funds, Tenino determined to use the money to develop a master plan for Tenino City Park. The city contracted with a landscape architect to craft the master plan based on public input. The city also worked with an experienced aquatic park architect to look at ways to improve the Quarry Pool’s function, including improving water quality of the lake portion of the facility, repairing the existing Quarry Pool, and options for enhancing the existing facilities. These efforts culminated in the creation of a master plan for Tenino City Park (Figure 6).

3.6. 2024 Park Survey and Results

In 2024, The City of Tenino put a park survey on their website with a paper copy available at City Hall and the Museum. The city received 112 responses. The survey gauged the following questions with their corresponding top 4 responses:

What brings the community to the Tenino City Park?	Walking, Playground, Festivals and Sports were the highest-ranking responses.
What upgrades they have enjoyed?	Playground, Accessibility Trail, Pump track, and the new fence around the pond are the top 4 improvements.
What accessibility issues they have encountered?	“None” was the most common answer. Other top answers were locked bathrooms, older kids not playing nice, projects taking too long, and not enough little kid playground toys.
Sports Facilities to improve or add?	Basketball, Soccer, Softball, & Little league.
Campground use priorities?	Tents, Cabins, then RV’s. Bathroom/Showers
Quarry Pool priorities?	Bathhouse, Seating areas, Shade areas, Concessions (swim dock also popular answer but may not be possible with modern regulations)
Quarry Pool Natural Area potential use?	Open to the public, Youth fishing, Gazebo, Wedding/Private Events.
Tenino Depot Museum Complex Priorities?	Picnic area, Public Archive, Quarry Pool viewing area, Improve Parking.

3.7 2024 Public Input Meetings

In 2024, The City of Tenino held two Public Input Meetings 20 participants attended. The first meeting was to collect feedback pertaining to the park. The questions from the 2006 meeting were used and were as follows: Discussion focused on four questions: what do community members like about existing

facilities, what is working; ideas and suggestions for improving existing facilities; what future development of recreation facilities they would like to see; and hopes, concerns and issues with future and existing facilities. Answers to questions were tracked on flip charts on easels. At the end of the facilitated discussions, participants were asked to rank their 'must have' and 'nice to have' priorities by placing green and yellow dots respectively next to each issue identified on the flip charts. This created prioritized lists for each question.

Positives (what is working) were trails and forests, the Quarry pool and waterfall, ballfields, improvements to the playground, Quarry House, and parking.

Ideas & Suggestions were things like Ballfield updates/concessions/scoreboards and cleanup of slag piles, benches along the accessibility trail, maintenance.

Future Developments were Old Park monitoring/rule enforcement, campground improvements including restrooms, soccer fields, and programs like youth camps and senior programs.

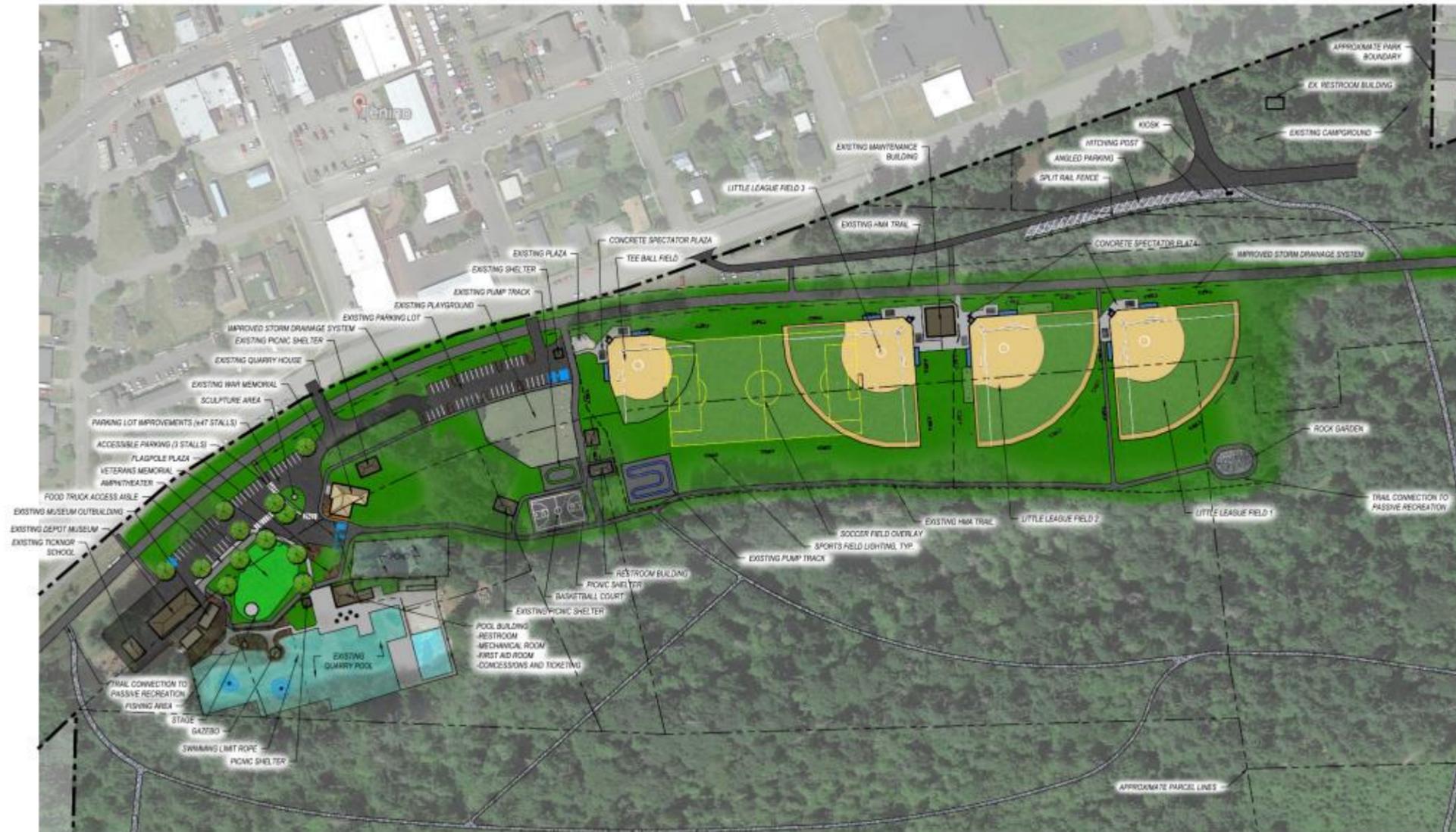
Concerns in ranking order were maintenance and security, fencing around the ballfields, protecting wildlife in new property, and advertising our assets like the Quarry House and Quarry Pool. Also programming around the Quarry House for seniors was mentioned.

The second meeting presented the updated plan for comment. The plan was well received.

3.8 Tenino City Park Master Plan Update

In 2024 the city hired the same landscape architect from 2014 to update the master plan renderings to include all the improvements that have been implemented over the last ten years, including the addition of 60+ acres. The new plan also incorporates community feedback. The city was awarded an RCO planning grant to create plans to bring a new water line to the pool, centralize utilities, and develop designs for a new bathhouse facility and gazebo at the Quarry Pool. The bathhouse will be seasonal but also include a year-round trailhead restroom.

Figure 6. Tenino City Park Master Plan Improvements Summary -Park Core



Tenino City Park Master Plan - Park Core
 Tenino, WA



Robert W. Droll Landscape Architect, PS
 May 17th, 2024
 360.456.3813

Figure 7. Tenino City Park Master Plan Improvements Summary - Greater Park with 60+ acre addition



Tenino City Park Master Plan - Entire Park - 131 Acres
Tenino, WA



Robert W. Droll Landscape Architect, PS
May 17th, 2024
360.456.3813

Chapter 4. Demand and Needs Analysis

4.1. Park Classifications

In order to meet the needs of a variety of park users, parks are classified into different types of parks based on how large they are, how large of an area they serve and what type of activities are provided at them. The National Recreation and Park Association (NRPA) publishes guidelines that describe typical park classifications. Table 4.1 outlines the types of parks recommended for a parks system in Tenino, which are similar to NRPA guidelines but adapted to local circumstances.

Table 4.1: Park Classifications

Park Type	Service Area	Size	Activity Menu
Pocket Park	'A mile or smaller	0.2 acre to 1 acre	Seating areas, open grass area, picnic table, lighting
Neighborhood Park	1/4 mile (and not within ¼ mile of City Park or School-Park)	5 to 10 acres	Athletic field, picnicking area, playground equipment
City Park	Whole community	45 acres	
Trail Corridors	Regional	20 acres	Educational and recreational
Natural Park	Regional	6 acres	Educational prairie ecology
Specialty Use Parks and Facilities			
School Park	Determined by school district	Determined by school district	Determined by school district
Senior Center	Whole community		Senior oriented activities
Farmers Market	Whole community		
Indoor Facilities	Whole community		Indoor sports and activities
Trail Corridors	n/a		

There are ten different types of parks and recreation facilities. Three are traditional park types that form a hierarchy based on size and service area, and the rest are special uses that meet needs that are not provided through traditional park service.

City Park is central to any park system. It functions as a community-wide facility and provides most active use facilities as well as passive areas for quiet enjoyment. Neighborhood parks have the potential to meet the needs of residents living in neighborhoods more than that are farther from City Park or recreational facilities at schools. The neighborhood park activity menu is based upon the activities that show an increase in facility demand in the survey results and would not be better served in a specialty park.

Pocket parks are small areas of open space intended as community resting areas. Facilities included will be benches, general open space, and possibly picnic tables. Numerous opportunities for pocket parks exist in city-owned properties.

Service areas for pocket parks and neighborhood parks are set at ¼ mile due to spatial differences in survey results. This service area size is also in line with NRPA recommendations. The neighborhood park classification also stipulates that it should be outside of areas served by the City Park or School Parks. The effect of this is that due to the city shape, neighborhood parks shall end up in residential areas to either the eastern or western fringes of the city. This increases the opportunity to be developed as part of new subdivision development, especially on the western side.

The school-park classification is included to recognize that school facilities provide recreation activities for the whole community. Service area, size and provided activities are determined by the school district. An

agreement between the city and school district, which outlines how responsibility for issues such as maintenance and liability would be shared, would be ideal.

Trail corridors can connect existing private natural trails and protected flyways with the Tenino City Park to provide the public with unique access to natural forest ecology.

Other special use facilities include those that were identified through the public participation process and a trail system to foster connectivity within the city and to neighboring jurisdictions.

4.2. Demographics & Population Projections

Use of population statistics enables more accurate identification of future facility demand. People have different recreation needs dependent upon particular demographic factors. Three main sources for population statistics include U.S. Census Bureau data, Washington State Office of Management and Budget (OFM) and Thurston Regional Planning Council’s (TRPC’s) annual Profile. According to OFM, Tenino had an estimated population of 2,045 in 2023. Per TRPC estimates, the population is projected to grow to 2,790 in 2045.

One of the main demographic factors that affects recreation needs is age. According to the 2020 Census, Tenino’s median age is two years younger than the countywide median (37.3 compared to 39.5). A comparison of the 2020 population share (percentage of total) each age group represents in Tenino to those for Thurston County shows that Tenino has above average populations under age 20 (see Table 4.2).

Table 4.2: 2020 Population Estimate by Age Group

Demographic Group	Tenino		Thurston County	
	Population	% of Total	Population	% of Total
Age 0 to 4	118	6.3%	16,573	5.6%
Age 5 to 14	244	13.0%	36,284	12.3%
Age 15 to 19	112	6.0%	17,431	5.9%
Age 20 to 24	104	5.6%	17,670	6.0%
Age 25 to 44	571	30.5%	80,740	27.4%
Age 45 to 64	449	24.0%	72,340	24.5%
65 and over	272	14.5%	53,755	18.2%
TOTAL	1,870	100.0%	294,793	100.0%

Source: U.S. Census Bureau, 2020 Decennial Census

The 2018-2022 American Community Survey 5-year estimates show that approximately 316 Tenino residents have a disability, defined as a long-lasting physical, mental or emotional condition that impedes their ability to do activities such as walking, climbing stairs, dressing, bathing, learning or remembering. About 26.7% of the population age 65 and older has a disability compared to 11.5% of the population under age 65. It is important that care is taken to make sure that facilities are accessible by those with disabilities.

Another factor that affects facility needs is changes in household characteristics. The societal trend is towards more people living in situations other than a two-parent family with children. Based on 2020 Census household characteristics, Tenino fits this pattern. Between 2010 and 2020 the percent of married-couple households decreased from 42.3% to 40.5% and the percent of households with children

decreased from 30.5% to 28.9%. The number of persons per household decreased from 2.60 in 1990 to 2.48 in 2020.

4.3. Need to Acquire Natural Park Lands

Establishment of natural park lands and trails has been a long-term goal of the City of Tenino for several decades. The need to make this goal a priority was highlighted by two events in 2007:

1. The city acquired and annexed 20 acres, including six acres of prime prairie habitat, west of Tenino for a wastewater treatment facility. The City set aside six acres for a natural park and placed the property in a conservation status in perpetuity.
2. A plan by the Weyerhaeuser Corporation to log 70 acres of forestland immediately south of Tenino City Park raised awareness that logging in this area could cause severe damage to the Quarry Pool by erosion and sediment runoff. The pool is both historically important to the city and a prized regional recreational asset. The city and an advisory committee worked for over a year to find a way to acquire enough land to protect the pool. The City acquired property from the Weyerhaeuser Corporation and used it to expand the park. In 2024, the city acquired the remaining 60 acres of Timberland from Norseman Timber Company. This land will carry a conservation easement and remain forested. A passive trail system will be developed as well as signage.

4.4. Levels of Service Standards

The capital facilities element states a level of service (LOS) ratio for evaluating the community need for recreation facilities: "The Level of Service Standard for Parks and Recreation facilities shall not fall below the National Recreation and Park Association standards of 34.45 acres of all types of park land for every 1,000 persons in the population." This standard was adapted from older (1983) standards developed by the National Recreation and Park Association (NRPA). There are a couple of issues with using this particular level of service standard.

The first issue is caused by the fact that the LOS ratio is not usually stated as a blanket for all types of parks. It is usual practice to create subsidiary LOS standards for each park type and have the cumulative amount added together for the overall LOS ratio. Tenino's current standard does not break down in this way by parks type. This can be done by creating standards for the park classification above. The other issue stems from the fact that the National Recreation & Parks Association (NRPA) 1983 guidelines that established the ratio of 34.45 acres/pop 1000 is based on assumptions that are now generally recognized to be erroneous. This can be illustrated by examining the parks type breakdown that was suggested as part of the 1983 NRPA guidelines:

- resource conservancies — land set aside for preservation of open space or natural values with recreation as a secondary goal: 10.0 acres per 1,000 population
- resource activities — outdoor recreation similar to resource conservancies but with recreational use as the primary goal: 16.50 acres per 1,000 population
- linear trails: 4.85 acres per 1,000 population
- athletic fields and playgrounds: 3.10 acres per 1,000 population

For instance, it assigns acreage to resource conservancy uses as part of the parks type hierarchy that goes along with the ratio. Resource conservancy uses are uses which set aside land that is environmentally sensitive or associated with a natural resource which the community desires to preserve. It is apparent that there is no one universal quantity that will meet this need: it is dependent upon the amount of land

that is considered to have a natural resource value and will vary widely dependent upon existing conditions.

For reasons such as this, the NRPA no longer suggests national standards be adopted by local parks providers but rather suggests guidelines for creating LOS standards that are adapted to local conditions. The suggested methodology is an empirical approach with an end product of standards that are needs based facilities driven and land- measured.

The 1996 Guidelines outline this method:

1. Determine Park classifications for which the LOS will apply.
2. Determine the recreation activity menu (RAM), which is the list of all recreation facilities (i.e. tennis courts, tot lots, picnic units, etc.), which go into each park classification and for which a specific amount of space will be needed. The RAM determines the facilities space requirement of the LOS formula.
3. Determine open space size standards for each park classification for which LOS standards will apply.
4. Determine the present supply of these recreation activity choices.
5. Determine total expressed demand for these recreation activity choices.
6. Determine the minimum population service requirements for these recreation activity choices.
7. Determine the individual LOS for each park classification.
8. Determine the collective LOS for the entire park and recreation system.

Of the park classifications outlined in section 4-3, the City Park, neighborhood parks and pocket parks should have the LOS applied to them. It also may be possible to have the LOS apply to school-parks and trail corridors. The RAM for each classification is specified in section 4-3.

The number of acres devoted to open space should be identified through strategic community planning and take into account unique local resources. One survey question dealt with what the ideal percentage of a park would be devoted to open space. The mean average of responses to this question was about 59.4%. This figure represents a starting point, as open space standards may need to be different for each park classification.

The present supply will be determined through observation of how many uses per day a particular facility can provide and how many days of the year a facility is available (discounting days where it is not available due to such factors as maintenance and weather). The measure is expressed as the number of visits available per year for a single typical facility for a particular activity.

The amount of expressed demand may be determined through interpretation of survey results through tabulation of the question that asked how often the respondent participated in a particular activity. As the options for the question were qualitative as opposed to quantitative categories, some interpretation will be necessary to capture the impact of respondents who use facilities more often than others. One possible interpretation is to assume that those respondents that indicated "often" participated the activity on average at least once a month, and those that indicated "on occasion" participated at least once a year (the amount of user-visits per year would be determined by adding the number of "on occasion" responses to twelve times the number of "often" responses).

The minimum population service requirement (MPSR) for an activity is the amount of people per year each facility can serve. It is calculated through a ratio of the supply and demand. For instance, a tennis court may serve 1,000 people per year.

The level of service requirement for each park classification may be determined through summation of MSPR's for each of the activities on the recreation activity menu. Adding all of the resultant park classification LOS's will show the level of service for the entire system.

The level of service standards will help determine if, what kind, and how much land acquisitions are necessary. Current deficits can be determined through comparisons of the level of service to current park acreage. Future deficits may be determined through multiplication of the level of service by the projected population. This is done for each park classification.

Chapter 5. Goals, Objectives, and Strategies

5.1. Implementing Plan Goals

There are three main goals for parks and recreation identified in Parks, Recreation and Open Space Element of the Comprehensive Plan. The city of Tenino will:

Goal PR-1: Provide ample parks, open spaces, recreation facilities and programs which are accessible to all segments of the population for active and passive enjoyment.

Objective 1.1: all existing park facilities and acquisitions shall comply with the American Disabilities Act and consider the safety and security of park users.

Strategy- create a check list of identified ADA, safety, and security attributes to be used when developing renovation or acquisition plans.

NOTE: We recognize that conservation lands may not reach full ADA accessibility since restrictions exist, such as keeping areas natural, that may preclude construction of hardscapes and facilities.

Objective 1.2: renovating existing parks.

- Strategy-identify renovation projects to preserve the natural state of the park land.
- Strategy-monitor the use of the parks by the tourists and residents.
- Strategy-post Park signage policy to enforce the Tenino Municipal Code –Ch. 16.08
- Strategy- develop a plan to upgrade athletic fields and address poor usability to warrant charging user fees.
- Strategy- develop a plan to upgrade the upland hiking trails to the hiking trail standards.
- Strategy- develop a plan to provide access to parks by means other than automobile including the convenient placement of bike racks.
- Strategy- develop a plan to expand automobile parking at parks.
- Strategy- develop a plan to add nature trails, and signage to new park addition.
- Strategy-create a trailhead for horses.

Objective 1.3: acquisitions of new parks and open space in a phased manner

- Strategy- develop a plan to provide open space which protects endangered, threatened, or sensitive species and/or their habitat areas. These open spaces may be used as buffers between incompatible uses.
- Strategy- develop a plan for city pocket parks.
- Strategy- develop a plan to create walking, jogging, bicycling or horseback riding trails which provide linkages between parks, schools, and major destination centers.
- Strategy- develop a plan for new park/s to serve annexed areas (i.e. Westside annexation)

Objective 1.4: renovating existing facilities.

- Strategy- identify renovation projects to preserve historic sites and buildings.
- Strategy- further develop and clearly allocate existing campsites, RV sites, adding cabins and parking to increase usability and revenue sources.

- Strategy- monitor the use of the facilities by the tourists and residents (i.e. surveys and attendance records specific to Quarry Pool, Quarry House, Depot Museum, etc.)
- Strategy- research community garden scenarios and develop a plan to implement, suitable to Tenino's cultural needs.
- Strategy- develop a plan to renovate the bathhouse/changing area at the Quarry Pool.

Objective 1.5: acquisitions of new facilities in a phased manner

- Strategy- prioritize development of athletic fields and active recreation facilities.
- Strategy- develop a plan for the community center complex.

Objective 1.6: redesigning existing programs and developing new programs in a phased manner that meet the needs of residents.

- Strategy- continue to develop more recreational programs for community members.

Goal PR-2: Maintain the beauty and significance of the Tenino Parks system.

Objective 2.1: maintain park grounds, nature trails, and facilities.

- Strategy- develop a regular maintenance schedule of parks, trails, and facilities.
- Strategy- continue to encourage citizen group involvement for maintenance (i.e.-Earth Day, volunteer days)

Objective 2.2: preserve the natural state of the parkland, the historical sites, and the City of Tenino Buildings

- Strategy-preserve the overall configuration of the open greens and prominent tree canopy (limit trimming while accounting for safety & visibility)
- Strategy-Encourage maintenance, acquisitions and renovation of parks and facilities to preserve the city's historic sites and buildings to attract tourism and identify and protect significant views in the city, particularly to the sandstone quarries.
- Strategy-create a museum complex site plan that better uses the space and incorporates the proximity of the museum to the quarry pool by opening up views.

Goal PR-3: Identify available funding sources to fund parks and facilities maintenance, renovations and acquisitions.

Objective 3.1: locate funding sources for improvements and acquisitions.

- Strategy-continually evaluate the fee schedule & process for rental areas, including camping sites, & equipment.
- Strategy-research density incentives from development
- Strategy- research impact fees
- Strategy- research finance options, such as federal, state, county, and tribal grants
- Strategy-research community events and festival options as fundraisers through partnerships.

Chapter 6. Recommendations and Finance Options

6.1 Recommendations

1. Increasing public safety of the parks system by pursuing projects such as new fencing above the quarry pool, removing the switchback trail along the hillside and adding cameras.
2. Develop a plan to provide sustainable funding for the Quarry Memorial Pool.
3. Improve the campground by creating set sites for tents and RVs and adding cabin rentals to offset the need for accommodations for visitors to Tenino.
4. Develop a plan for the City Park to connect trails with adjacent properties such as the Creekside Conservancy Wildlife Preserve. These trails can be both recreational and educational in nature.
5. Create trail maps and trailhead signage for the Kiosk and at trailheads.
6. Pursue new projects such as, but not limited to, creation of pocket parks, or the opening of the Natural Area by the Quarry Pool
7. Continue improvements at the Community Complex (Quarry House, Museum and Quarry Pool). Most notably create parking, drop off areas, improve utilities, bath house addition, and opening of natural area for recreation and private event rental (pool funding source).
8. Identifying and pursuing potential funding sources to achieve the goals outlined in this plan.
9. Enhancing and maintaining existing facilities to increase the likelihood of usability and thus revenue. For instance - the soccer fields, campground, and pool.
10. Continue to improve recreational sport amenities like ballfields and facilities. Also, basketball in the area vacated by the old playground.

6.2. Finance Sources:

The following provides a general description of grant and funding sources for Capital Improvement Plan projects and/or operational funding.

City Options: The city's annual general government expenditures are derived from the combination of general fund, special revenue, capital projects funds and debt service. The following is a list of suggestions for possible sources of funds for capital facility projects or sources of matching grants for implementation of current and future recommendations.

Capital projects can secure matching grant funds from a variety of sources, which include local taxes and city funding, as well as state and federal capital fund programs that are listed below in detail.

- **City General Fund:** This source primarily funds general operations and maintenance. Capital projects are occasionally funded from this source when the capacity exists, usually via a transfer of funds to the Capital Improvement Program Fund (CIP).
- **Real Estate Excise Tax (REET):** Tax imposed at the time of a real estate sale. There are two components of the tax, the first quarter of one percent of the sale to be used for acquisition and development projects and the second quarter of one percent (development projects only) of the property's sale price. Cities that are not levying the optional half-cent sales tax

- under RCW 82.14.030(2) have the option of levying an additional one-half percent real estate excise tax. These receipts are not designated for capital projects. They are general fund revenue for city operating expenditures. Only two cities, Asotin and Clarkston, have chosen to do this. From a financial standpoint, the optional half-cent sales tax will probably bring in more revenue than this additional one-half percent real estate excise tax. Many cities as a priority dedicate the revenues to be used for park and recreation capital purposes. This tax does not require the vote of the people. Because this revenue source has a dedicated purpose, it must be accounted for separately in a capital projects fund. Those cities that are planning under GMA and levying both REET 1 and REET 2 need to keep track of each of these revenues separately because the uses to which they may be put are different. RCW 82.46.030(2) and RCW 82.46.035(4). Revenue from this fund should be estimated conservatively, as the real estate market can be volatile.
- **Sales Tax:** The principal revenue source for Washington State is the sales and use tax. It is an important funding source for cities, second only to the property tax. Almost half of the state's taxes for the general fund are from the imposed sales tax of 6.5 percent. Local governments have a number of different optional sales and use taxes, which also represent a substantial support for the local general fund budget. Cities can levy a basic sales and use tax of 0.5 percent and add an optional tax of up to an additional 0.5 percent for a total of 1.0 percent. Several additional local options are allowed for transit, public facilities and criminal justice purposes.
 - **General Obligation Bonds:** These are voter-approved or Councilmanic bonds with the assessment placed on real property. The money can only be used for capital improvements - not maintenance. This property tax is levied for a specified period of time (usually 20-30 years). Passage of a voter-ratified bond requires a 60% majority vote, while Councilmanic bonds require only a majority of the elected City Council or Board of Commissioners. One disadvantage of using this type of levy may be the interest costs.
 - **Voter Approved Utility Tax Increase:** Citizen approved increases in utility taxes are an option as a parks and recreation Facilities Funding Measure. The funds can provide an on-going funding source of dollars dedicated to specific capital funding projects (e.g., City of Olympia measure of 3% provides \$2,000,000 annually for park capital projects, which includes trails).
 - **Growth Impact Fees:** Park Growth Impact Fees are fees imposed on new development to mitigate the impact of new development on the city park system. Impact fees can be used only for parkland acquisition and/or development. Cities planning under the Growth Management Act, per RCW 82.02.050 (2), can impose, collect and use impact fees.
 - **HUD Block Grants:** Grants from the federal Department of Housing and Urban Development are available for a wide variety of park projects (5% of total). The Americans with Disabilities Act (ADA) access projects for parks and playgrounds are eligible for this funding. Grants can fund up to 100% of the project.
 - **Donations:** The donation of labor, land or cash by service agencies, private groups, or individuals is a popular way to raise small amounts of money or reduce the cost of capital development of a park. Under RCW 35.21.278, the community service organizations and associations providing service in the local area can provide, without regard for public bid, design plans, improvements to a park or public square, installing equipment or artworks, or providing maintenance services for the facility as a community or neighborhood project. Within one year, the cost cannot exceed \$25,000, or \$2.00 per resident. The contracting association may use volunteers in the project.

- **Life Estates:** This is an agreement between a landowner and the city or county where the government buys or receives through donation, a piece of land, and the jurisdiction then gives the owner the right to live on the site after it is sold for the lifetime of the owner.
- **Private Grants and Foundations:** Private grants and foundations provide funds for a wide range of projects. In many instances the foundations are required to provide the grant funds through a non-profit entity. The City can establish a non-profit “Parks Foundation” with the purpose of securing capital funds from private foundations and trusts.

County Funding/Legislative Options:

- **Conservation Futures:** Conservation Futures are a useful tool for counties to preserve land of public interest for future generations in both the unincorporated and incorporated areas of the County. RCW 8.34.230 allows a property tax levy to provide a reliable and predictable source of funds to help acquire interests in open space, habitat areas, wetlands, farm, agricultural and timberlands for conservation.

For example, in Pierce County the Council enacted the tax and all property taxpayers pay 6.25 cents per \$1,000 of assessed value of each Pierce County owned parcel. These monies, identified in the budget as Conservation Futures, are budgeted annually by the Pierce County Council. The nomination process starts with a project sponsor who would like to nominate a property for purchase. The individual must not have an interest in the land but is typically someone who wishes to preserve an eligible property. The review process begins in May. If the property is selected for purchase, the county makes an offer to purchase. A portion of the funds from the Conservation Futures tax levy can be dedicated to the cost of maintaining and operating the property.

State Funding Options: Washington State provides various grants for public recreation acquisition and development through the Recreation and Conservation Office (RCO), the Department of Natural Resources (DNR), and the Washington Department of Fish and Wildlife (WDFW) and Washington State Department of Ecology (ECY).

- **Recreation and Conservation Office (RCO):** The Recreation and Conservation Funding Board (RCFB) administers several grant programs for recreation and habitat conservation purposes. Depending on the program, eligible project applicants can include municipal subdivisions of the state (cities, towns and counties, or port, utility, park and recreation, and school districts), Native American tribes, state agencies, and in some cases, federal agencies and nonprofit organizations. To be considered for funding assistance, most grant programs require that the proposed project will be operated and maintained in perpetuity for the purpose for which funding is sought. Most grant programs also require that sponsors complete a systematic comprehensive planning process prior to seeking RCFB funding. Grants are awarded by the RCFB Board based on a public, competitive process which weighs the merits of proposed projects against established program criteria.
- **Washington Wildlife and Recreation Program (WWRP):** The WWRP funds the acquisition and development of conservation and recreation lands. The Outdoor Recreation Account of the WWRP provides matching grant funds for local and state park projects, which include active parks, playgrounds, sports fields, water access sites, trails, natural areas, urban wildlife habitat and farmland preservation. The RCO accepts grant applications by May 1st of each even year. The successfully scored projects are presented to the Governor, who recommends them to the legislature for capital funding the following year.

- **Youth Athletic Facilities (YAF):** The program was approved by Washington voters as part of Referendum 48, which provides funding for the Seattle Seahawks stadium. The purpose is for acquiring, developing, equipping, maintaining, and improving youth and community athletic facilities. Eligible grant recipients are cities, counties and qualified non-profit organizations. Grant recipients must provide at least 50% matching funds in cash or in-kind contributions. An initial \$10-million was contributed by the Seattle Seahawks “team affiliate” sources for the grant program.
- **Direct Appropriation:** Direct appropriations are placed in the state budget by the Governor or legislature. The Department of Commerce Capital Programs has no role in the selection of grant recipients. These types of grants may be used by designated local governments, tribes, and nonprofit organizations throughout the state to acquire or construct a variety of capital projects. Each project funded under these programs stimulates the state and local economies by providing construction-related employment and associated revenues.
- **Humanities Washington:** Humanities Washington supports public programs that have as their primary purpose the presentation of insights gained from the humanities. This program funds the fostering of humanities in local communities with grants to organizations to support conversation-based programming throughout the state. Humanities Washington offers two types of grants. Quick Grants are available year-round to small or rural organizations for program planning or implementation. Project Grants are usually awarded twice a year through a competitive grant process for larger projects.

Federal Funding Options: On the Federal level, Congress appropriates funds through direct Congressional Appropriation and a variety of programs that may provide potential funding sources for various capital projects. These include the Environmental Protection Act (EPA), Land and Water Conservation Fund (LWCF) Account, Housing and Urban Development (HUD), Economic Development Funding (EDI), and Community Development Block Grant (CDBG) (see specifics regarding each grant below).

- **Congressional Grants for Neighborhood Initiatives:** Applications are received annually and are by invitation only through a jurisdiction’s congressional Representative or U.S. Senator. Invitations come out in the spring and are administered under the Homes and Communities Division of the U.S. Department of Housing and Urban Development (HUD).
- **Congressional Appropriation:** Annually, U.S. Senators and Representatives accept letters of proposals and applications for appropriation requests. Project descriptions and letters of request for appropriation are due March 1st of each year
- **The Land and Water Conservation Fund (LWCF):** Program funds come through Congressional appropriation in recreation resources including, but not limited to parks, trails, wildlife lands and other lands and facilities desirable for individual active participation. Grant recipients must provide at least 50% matching funds in cash or in-kind contributions. A portion of the Federal revenue is derived from sale or lease of off-shore oil and gas resources and is re-appropriated to projects through the U.S. Congress to the Department of the Interior under the National Park Service (NPS). The program is administered in Washington State by the RCO. Sites purchased or developed with LWCF funds are deed protected for outdoor recreation purposes and are defined through the use of “6f” federal map delineation.
- **Surface Transportation Act (MAP-21):** In early July 2012, the Surface Transportation Act (MAP-21) was signed into law by the President. Under previous law, popular programs such as Transportation Enhancements (TE), Safe Routes to Schools, and the Recreation Trails Program (RTP) were funded as stand-alone programs, which meant they each received dedicated annual funding. MAP-21 eliminates these stand alone programs and creates a new funding category called Transportation Alternatives (TA). TE, Safe Routes to Schools, and RTP

projects are now rolled into the TA category within MAP-21. Additionally, many other projects, including expansive environmental mitigation and limited road construction projects, are also included under TA and will now compete for these same funds. A challenge is that funding for TE, Safe Routes to School and RTP has historically totaled approximately \$1.2 billion per year. MAP-21 cuts overall funding for consolidated Transportation Alternatives category by a third, thus only approximately \$800 million will be annually available. TE and Safe Routes to Schools remain eligible for funding, but they must now compete against each other as well as a multitude of other programs for much less money. The states will be distributing TA funds but will retain discretion over the types of projects they will fund-meaning that states may “opt-out” of using 50% of their TA funding for projects such as trails and bike paths.

- **National Endowment for the Arts Grant:** Grants become available in January through the Washington State Arts Commission. Sign up notification from webmgr@arts.endow.gov
- **National Tree Trust:** The National Tree Trust provides trees through two programs: America’s Tree Ways and Community Tree Planting. These programs require trees to be planted by volunteers on public lands. Additionally, the America’s Tree Way program requires a minimum of 100 seedlings be planted along public highways.
- **The Environmental Protection Agency (EPA):** EPA offers Low Impact Development Storm Water Management Grants (LID) by providing financial assistance through the Washington State Department of Ecology Water Quality Program <http://www.ecy.wa.gov> One of the most effective ways to manage storm water-runoff pollution is to minimize how much run-off occurs in the first place. LID-designed sites have fewer impervious surfaces and use vegetation, healthy soils, small-scale storage and dispersion/infiltration techniques to manage storm water. This grant program began as a pilot in 2006. If successful and federal funds continue to support the program, park improvements such as parking, roadway and walkway replacement with pervious surfaces would meet the criteria of the LID grant goals. An example of a successful LID waterfront park grant recipient is Lions Field Park located in the City of Bremerton, which was an original LWCF federally funded development project. Contact:

In addition to capital facilities plan project funding, grant funding is available from a variety of sources for community recreation programs. Special health and youth related grant information can be obtained from the National Center for Disease Control, U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Education, U.S. Office of Juvenile Justice and Delinquency Prevention and U.S. Department of Agriculture Food Nutrition Service.

- **National Endowment for the Humanities:** The NEH is an independent grant-making federal agency dedicated to supporting research, education, preservation, and public programs in the humanities.

Indian Nation Funding Options: The Chehalis and Nisqually tribes both have funding for community projects as part of their casino revenue. The tribes must be contacted to find out the next funding cycle timeframes and criteria.

Private Funding Options:

- **Donations:** The private funds are critical to show commitment of non-government dollars and as a positive result can elevate the standing of the grant proposal. The donation of labor, land or cash by service agencies, private clubs, corporations, or individuals is a popular way to raise

small amounts of money for specific projects. Such service agencies as the Kiwanis often fund small project improvements in partnership or provide the donated labor match to bring the project to fruition. Environmental groups organize and in partnership provide volunteer labor for habitat restoration, which can serve as a value for consideration toward the local match requirement on specific grants. Principal property taxpayers in the city area such as small businesses or retail sales are sources of local contributions for civic and environmental benefits. As a partnership opportunity, they should be contacted, provided with collateral project information, and approached with regard to an initial request for partnership support funding. As with all grant programs, grant agencies are looking to local communities to work with local advocates, sponsors, and private partners to bring the project to a funding level. Community advocates can elevate the level of project scores in a competitive funding cycle. In some grant programs, grants require private partnerships as a condition of application.

- **Corporate Funding:** Example: The Nick “Let’s Just Play Giveaway”: Nickelodeon is a unique grant-giving program that brings much needed dollars to enhance recreation. A community nominates a project and each month 20 winners receive a grant that includes funding to build playgrounds.
- **Private grants and foundations:** Many private foundations provide money for a wide range of projects. Grants are available for children, cultural enrichment, and heritage preservation. In many cases, foundations require grant requests from non-profit 501c3 organizations. On all phases of park projects, staff should work with, or create a partnership with, private non-profit organizations and seek opportunities to secure grant funds from private non-profit foundations.

Chapter 7. Development Plan and Capital Improvement Program

Improving and enhancing Tenino City Park and the Quarry Pool is the community's parks and recreation priority. Given the city's compact development pattern, enhancing recreation opportunities in Tenino City Park is the best way to serve the community with Tenino's limited resources. Improvement priorities are ranked as follows:

1. Complete Quarry Pool renovations (support buildings, etc.)
2. Prioritize Maintenance Schedule.
3. Security and safety upgrades (continue to add security cameras and game cameras, close danger trails)
4. Cultural Area improvements (veteran's memorial, parking, and pathways, etc.)
5. Park Core and Accessibility Trail improvements (basketball court, trail benches, kiosk refresh, etc.)
6. Sports Field improvements (field improvements, lighting, pathways, support buildings, safety fencing, etc.)
7. Campground improvements (tent sites, cabins, RV, group and camp host sites, restroom renovation, parking, etc.) Also organize parking in adjacent "Old Park"
8. Implement trail system including trailheads and staff access in newly acquired 60 acres of conservation land.
9. New trails and trail connections (Yelm-Rainier-Tenino Trail connections/extensions north, south, and west; sidewalk connections between neighborhoods and Tenino City Park; Scatter Creek trail, etc.) Also complete the loop on the Accessibility Trail.
10. Develop Museum Complex site plan and implement improvements to better incorporate the museum into the park, promote tourism, and create more manageable facilities for small staff.
11. New parks and open spaces (established with development and/or utilizing existing city-owned properties)

The following pages outline cost estimates for several of the proposed improvements to be made to the city's parks and recreation facilities over the next 20 years. Many of the listed projects correspond to elements shown in the Tenino City Park Master Plan Improvements Summary (Figure 6). The city recognizes that many of the improvements called for in this plan are costly; depending on funding availability, priority projects may not be constructed in the order of the rankings listed above

Tenino Park - Restrooms Building & Gazebo

4/25/2024

<u>Description</u>	<u>Area (SF)</u>	<u>Cost per SF</u>	<u>Costs</u>
Restroom Building	1335	\$650	\$867,750
Covered Porches	330	\$100	\$33,000
Gazebo	136	\$300	\$40,800
			ESTIMATED CONSTRUCTION COST
			\$941,550
Sales Tax		8.30%	\$ 78,148.65
			ESTIMATED TOTAL WITH TAX
			\$ 1,019,698.65

Following are some clarification regarding the above Cost Estimate.

1. This is a rough order of magnitude Cost Estimate. It does not include detailed labor or material quantities and costs. It is based on the Architect's general knowledge of current construction costs for similar project types.
2. The cost estimate does not include soft costs such as design fees or permit fees.
3. A percentage should be added for inflation if the project does not commence within one year.

**Tenino City Park - Field 2
Estimate of Probable Costs Summary**

Options	Total Capital Costs
Option A - Skinned Infields & Natural Grass Fields	\$1,463,552
Option B - Synthetic Turf Infields, Natural Grass Outfields	\$1,839,000
Option C - Full Synthetic Turf Fields	\$1,985,600

Tenino City Park - Field 2
Option A - Skinned Infields & Natural Grass Fields - Estimate of Probable Costs

LINE	ITEM DESCRIPTION	ITEM SUBTOTAL	QUANTITY	UNIT	UNIT COST	ITEM SUBTOTAL	MOBILIZATION @ 10%
1	Site Preparation						
2	Minor Change	\$10,000.00	1	ls	\$10,000.00	\$10,000.00	
3	Construction Surveying	\$6,600.00	1	ls	\$6,000.00	\$6,000.00	\$600.00
4	TESC Measures - Inlet Protection	\$990.00	3	each	\$300.00	\$900.00	\$90.00
	TESC Measures - Silt Fence	\$5,049.00	1,020	lf	\$4.50	\$4,590.00	\$459.00
5	Temporary Construction Fence - 6 months	\$6,732.00	1,020	lf	\$6.00	\$6,120.00	\$612.00
6	Demolition	\$33,000.00	1	lsum	\$30,000.00	\$30,000.00	\$3,000.00
7	Clearing & Grubbing	\$26,400.00	1.6	acre	\$15,000.00	\$24,000.00	\$2,400.00
8	Mass Grading - Fill - Common Borrow, Option 1 - 2'-	\$38,280.00	1,160	cy	\$30.00	\$34,800.00	\$3,480.00
9	Subtotal	\$127,051.00					
10	Rounded	\$127,100.00					
11	Baseball Field						
12	Excavation including onsite disposal - 2"	\$4,884.00	370	cy	\$12.00	\$4,440.00	\$444.00
13	Pitching Warm up Enclosure	\$55,000.00	2	ea	\$25,000.00	\$50,000.00	\$5,000.00
14	Geotextile Fabric	\$21,560.00	4,900	sy	\$4.00	\$19,600.00	\$1,960.00
15	4" 1/4" to Dust Aggregate (Warning Track)	\$10,312.50	125	ton	\$75.00	\$9,375.00	\$937.50
16	6" USGS Root Zone Sand (Outfield)	\$58,080.00	960	ton	\$55.00	\$52,800.00	\$5,280.00
17	Outfield Irrigation	\$21,486.30	22,980	sf	\$0.85	\$19,533.00	\$1,953.30
18	Outfield Brillion Seeding	\$3,791.70	22,980	sf	\$0.15	\$3,447.00	\$344.70
19	Infield Mix - 4"	\$45,540.00	460	ton	\$90.00	\$41,400.00	\$4,140.00
20	6' Fencing	\$53,625.00	650	lf	\$75.00	\$48,750.00	\$4,875.00
21	6' Fencing Top Rail Protection	\$2,502.50	650	lf	\$3.50	\$2,275.00	\$227.50
22	Maintenance Gate	\$2,750.00	1	ea	\$2,500.00	\$2,500.00	\$250.00
23	32' Backstop	\$71,500.00	1	ls	\$65,000.00	\$65,000.00	\$6,500.00
24	Dugouts	\$33,000.00	2	ea	\$15,000.00	\$30,000.00	\$3,000.00
25	Dugout - Player Bench	\$1,056.00	2	ea	\$480.00	\$960.00	\$96.00
26	Baseball Bases	\$2,970.00	1	field	\$2,700.00	\$2,700.00	\$270.00
27	Foul Poles	\$17,600.00	2	each	\$8,000.00	\$16,000.00	\$1,600.00
28	Drainage System Allowance	\$77,000.00	1	each	\$70,000.00	\$70,000.00	\$7,000.00
29	Scoreboard	\$22,000.00	1	each	\$20,000.00	\$20,000.00	\$2,000.00
30	Subtotal	\$504,658.00					
31	Rounded	\$504,700.00					
32	Spectator Plaza, Walking Trail, and Misc Improvements						
33	Concrete Plaza - Excavation, including offsite Haul - 6"	\$2,750.00	100	cy	\$25.00	\$2,500.00	\$250.00
34	Concrete Plaza - CSBC - 6"	\$15,840.00	180	ton	\$80.00	\$14,400.00	\$1,440.00
35	Concrete Plaza - Class 4000 Concrete Pad - 4"	\$33,660.00	170	sy	\$180.00	\$30,600.00	\$3,060.00
36	5-Row Bleachers 10'x15'	\$17,600.00	2	each	\$8,000.00	\$16,000.00	\$1,600.00
37	Score Keeper Booth	\$16,500.00	1	each	\$15,000.00	\$15,000.00	\$1,500.00
38	12" Storm Sewer Pipe	\$18,700.00	340	lf	\$50.00	\$17,000.00	\$1,700.00
39	Catch Basin	\$11,550.00	3	each	\$3,500.00	\$10,500.00	\$1,050.00
40	Walking Trail - Excavation, including offsite Haul - 6"	\$1,375.00	50	cy	\$25.00	\$1,250.00	\$125.00
41	Walking Trail - CSTC - 4"	\$4,620.00	60	ton	\$70.00	\$4,200.00	\$420.00
42	Walking Trail - Class 1/2" HMA - 2"	\$5,280.00	30	ton	\$160.00	\$4,800.00	\$480.00
43	Trash/recycling Receptacles	\$2,530.00	1	each	\$2,300.00	\$2,300.00	\$230.00
44	Topsoil Type A - 4"	\$28,160.00	320	cy	\$80.00	\$25,600.00	\$2,560.00
45	Fine Grading	\$10,505.00	19,100	sf	\$0.50	\$9,550.00	\$955.00
46	Sod	\$21,010.00	19,100	sf	\$1.00	\$19,100.00	\$1,910.00
47	Trimming & Cleanup	\$5,500.00	1	ls	\$5,000.00	\$5,000.00	\$500.00
48	Subtotal	\$195,580.00					
49	Rounded	\$195,600.00					
50	Sports Fields, Pathway, & Parking Lighting						
51	Field Lighting Allowance	\$400,000.00	1	lsum	\$400,000.00	\$400,000.00	
52	Subtotal	\$400,000.00					
53	Rounded	\$400,000.00					
54	Rounded Subtotals	\$1,227,400.00					
55	Tax @ 8.4%	\$103,101.60					
56	Subtotal	\$1,330,501.60					
57	Contingency @ 10%	\$133,050.16					
58	Subtotal	\$1,463,551.76					
59	A/E Fees @ 8%	\$117,084.14					
60	Park Project Development Total	\$1,580,635.90					
61	Park Development Rounded Total	\$1,580,700.00					

Cultural Area Improvements

Preliminary Opinion of Cost
City of Tenino
City Park
April 26, 2024
 (Gibbs & Olson Project No.)



SCHEDULE A					
Item No.	Item	Quantity	Unit	Unit Price	Amount
	SPCC Plan	1	LS	\$ 1,000	\$ 1,000
	Mobilization (10%)	1	LS	\$ 45,000	\$ 45,000
	Project Temporary Traffic Control (1%)	1	LS	\$ 5,000	\$ 5,000
	Clearing and Grubbing	2	AC	\$ 1,000	\$ 2,000
	Removal of Structure and Obstruction	1	LS	\$ 5,000	\$ 5,000
	Roadway Excavation Incl. Haul	1,280	CY	\$ 40	\$ 51,200
	Crushed Surfacing Top Course	780	TON	\$ 45	\$ 35,100
	Crushed Surfacing Base Course	880	TON	\$ 45	\$ 39,600
	HMA CL. 1/2 IN. PG 58H-22	650	TON	\$ 150	\$ 97,500
	Stormwater (5%)	1	LS	\$ 23,000	\$ 23,000
	Erosion/Water Pollution Control (1%)	1	EST	\$ 4,500	\$ 4,500
	Landscaping	1	LS	\$ 150,000	\$ 150,000
	Cement Conc. Pad for Food Trucks (6")	320	SY	\$ 110	\$ 35,200
	Cement Conc. Sidewalk	160	SY	\$ 80	\$ 12,800
	Cement Conc. Curb Ramp Type Perpendicular	3	EA	\$ 3,500	\$ 10,500
	Permanent Signing	1	LS	\$ 2,000	\$ 2,000
	Paint Line	1,000	LF	\$ 3	\$ 3,000
	Plastic Stop Line	20	LF	\$ 15	\$ 300
	Plastic Crosswalk Line	400	SF	\$ 10	\$ 4,000
	Plastic Traffic Arrow	4	EA	\$ 150	\$ 600

Assumptions:

- Parking Lot: 2.5" HMA+2" CSTC+6" CSBC
- Trails: 2" HMA + 4" CSTC
- Concrete for Trucks: 6" Conc + 6" CSTC
- ADA Ramps: 350 SF/EA, 4" conc + 4" CSTC
- No utilities or lighting included

Construction Subtotal	\$ 527,300
Sales Tax @ 8.30%	\$ 43,766
Construction Subtotal	\$ 571,066
Construction Contingency @ 30%	\$ 171,320
Construction Subtotal	\$ 742,386
Design & CM @ 30%	\$ 222,716
Construction Total	\$ 965,101

Preliminary Opinion of Cost \$ 970,000

Baseball & Pickleball Court Estimates				
Fencing and Barriers	\$	5,000.00		
Site Furnishings - Benches	\$	1,200.00		
Site Preparation	\$	5,000.00		
Multi- Court Development.				
Asphalt Court	\$	27,600.00		
Court Overlay	\$	7,000.00		
Basketball Hoop		\$1,500		
Pickleball net	\$	500.00		
Total		\$47,800.00		

Phase 1 Trail Improvements & Campground Restroom

Worksite: Tenino City Park East Trailhead & Trails (#1)			
COSTS			
Category	Work Type	Estimated Cost	Note
Buildings and Structures	Construct / install restroom	\$100,000	Renovation of the old campground restroom to serve as a trailhead restroom.
Cultural Resources	Cultural resources	\$25,000	
General Site Improvements	Install fencing/barriers	\$10,000	Approximately \$30 per square foot for 300-foot section. plus 10%
	Install signs/kiosk	\$5,000	Kiosk with trail map.
	Install site furnishings	\$10,000	Picnic tables, hitching posts, water access.
Parking and Roads	Parking development	\$100,000	Organized Parking, Gravel Road.
Trails	Trail development	\$250,000	2.5 miles of trails. \$40,000 per mile of trail plus boardwalk areas.
	Subtotal:	\$500,000	
	Total Estimate For Worksite:	\$500,000	

File Attachments for Item:

9. Stone Carver Lease termination

Recommended Action: Motion to approve Stone Carver Lease Termination.

Mutual Early Lease Termination Agreement

Date

Landlord: City of Tenino
Tenant(s): Tenino Stone Carvers
Leased Premises: 790 Sussex Avenue W, Tenino WA
Lease Effective Date: August 1, 2022

This Mutual Early Lease Termination Agreement is incorporated into and made part of the original lease agreement that was executed by the above-referenced Landlord and Tenant at the above-referenced leased premises.

Under the original lease, incorporated herein by reference, dated August 1, 2022, Tenant agreed to pay the Landlord monthly rent in the amount of \$325 per month, or the equivalent in kind. The original lease provides for a renewal 1 year term beginning August 1, 2022 and renewable annually for additional 1 year terms, unless terminated upon 60 days' notice by either party. Upon mutual agreement and consideration, both parties agree to terminate this lease on _____, subject to the conditions herein.

Each party to this agreement releases the other party from all claims, demands, damages, rights, liabilities, and causes of action of any nature whatsoever, whether at law or equity, known or unknown, suspected or unsuspected, which are related or in any manner incidental to the Lease or the Premises, provided Tenant shall be responsible for the requirements under paragraph 6 of the lease agreement, "Surrender of Leased Premises" and paragraph 5 "Lessee's Obligations" to the extent in violation at the time of surrender.

This Mutual Agreement is the complete agreement between the above-referenced Landlord and Tenant regarding the early termination of the referenced lease. Except as provided herein, any other promises or covenants made by the Tenant or Landlord, oral or written, are null and void.

TENANT:

Tenino Stone Carvers

Date

LANDLORD:

Dave Waterson, Mayor

Date

File Attachments for Item:

10. State Audit Engagement Letter

Recommended Action: Motion to approve SAO letter



**Office of the Washington State Auditor
Pat McCarthy**

May 20, 2024

City Council and Mayor
City of Tenino
PO Box 4019
Tenino, WA, 98589

We are pleased to confirm the audits to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the City of Tenino. This letter confirms the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms.

Office of the Washington State Auditor Responsibilities

Financial Statement Audit

We will perform an audit of the financial statements of the City of Tenino as of and for the fiscal years ended December 31, 2022, 2021, 2020 and 2019, prepared in accordance with cash basis *Budgeting, Accounting and Reporting System Manual* (BARS). The objective of our audit will be to express our opinion on these financial statements.

We will perform our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Since we do not review every transaction, our audit cannot be relied upon to identify every potential misstatement. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the standards identified above.

A financial statement audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers relevant internal controls in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we will express no such opinion.

Although our audit is not designed to provide an opinion on the effectiveness of internal control over financial reporting, we are required to report any identified significant deficiencies and material weaknesses in controls. We are also required to report instances of fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the accuracy of financial statements.

A financial statement audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

All misstatements identified by the audit will be discussed with management. Material misstatements corrected by management and all uncorrected misstatements will be communicated at the exit conference, as required by professional auditing standards.

Our responsibility is to express in a written report an opinion on the financial statements based on the results of our audit. We cannot guarantee an unmodified opinion. We may modify or disclaim an opinion on the financial statements if we are unable to complete the audit or obtain sufficient and appropriate audit evidence supporting the financial statements. If our opinion is other than unmodified, we will fully discuss the reason with you prior to issuing our report. Further, in accordance with professional standards, we may add emphasis-of-matter or other-matter paragraphs to our report to describe information that, in our judgment, is relevant to understanding the financial statements or our audit.

We will also issue a written report (that does not include an opinion) on issues identified during the audit related to internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

The City prepares supplementary information that accompanies the financial statements, which is required by the BARS Manual. We agree to perform auditing procedures on this information, with the objective of expressing an opinion as to whether it is fairly stated, in all material respects, in relation to the financial statements taken as a whole.>

Accountability Audit

We will perform an accountability audit of compliance with applicable state laws, regulations, and policies, and of controls over the safeguarding of public resources for the fiscal years ended December 31, 2022, 2021, 2020 and 2019. The audit will be conducted in accordance with provisions of RCW 43.09.260 and the Office's audit policies, which include policies specific to these types of audits and general audit policies. Our general audit policies apply to all our engagements and incorporate the requirements of *Government Auditing Standards*, as applicable, on topics such as communications with auditees, independence, audit evidence and documentation, and reporting.

An accountability audit involves performing procedures to obtain audit evidence about compliance and controls in areas selected for audit. In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. The areas examined and procedures selected depend on the auditor's judgment, including the assessment of the risks of fraud, loss, abuse, or noncompliance.

Upon completion of our audit, we will issue a written report describing the overall results and conclusions for the areas we examined.

Data Security

Our Office is committed to appropriately safeguarding the information we obtain during the course of the audit. We have entered into a data sharing agreement with the City to ensure compliance with legal requirements and Executive Directives (Executive Order 16-01, RCW 42.56 and OCIO Standard 141.10) in the handling of information considered confidential.

Reporting levels for audit issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report. Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting. The Uniform Guidance defines the issues we must report as findings with regard to non-compliance and internal controls over compliance with federal grants.
- **Management letters** communicate control deficiencies, non-compliance, misappropriation, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wishes to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws.
- Adequate workspace and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. Management's responsibilities, with oversight from the governing body, include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.
- Preparation and fair presentation of these financial statements in accordance with the cash basis *Budgeting, Accounting and Reporting System Manual* (BARS).
- Preparing the following supplementary information:

- Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) that includes all expenditures from federal agencies and pass-through agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance in accordance with Uniform Guidance 2 CFR § 200.510 requirements
- Schedule of Liabilities in accordance with the BARS Manual
- Including the auditor’s report on the supplementary information in any document that both contains the supplementary information and indicates that the auditor reported on the supplementary information.
- Either presenting the supplementary information with the audited financial statements or, if the supplementary information will not be presented, making the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information and auditor’s report thereon are issued.
- Identifying all federal awards received.
- Understanding and complying with the provisions of laws, regulations, contracts, and grant agreements, including applicable program compliance requirements.
- Establishing and maintaining internal control over compliance, including establishing and maintaining effective controls that provide reasonable assurance that the City administers government programs in compliance with the compliance requirements.
- Evaluating and monitoring compliance with federal award requirements.
- Informing us of the City’s relationships with significant vendors who are responsible for program compliance
- Submitting the reporting package and data collection form through the Federal Audit Clearinghouse.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the City will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the City’s legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the City’s own letterhead.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$49,000 plus travel costs, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports will be published on our website www.sao.wa.gov and be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor’s Report on Financial Statements	July 2024

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	July 2024
Independent Auditor’s Report on Accountability	July 2024

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation, will be made available upon request and in a timely manner to appropriate auditors and reviewers, City’s management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the City’s selected audit liaison, Jen Scharber, Clerk Treasurer, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or upon request.

Please contact us if any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

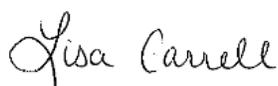
Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter, you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,



5/20/24

Lisa Carrell, CPA, Program Manager *Date*
Office of the Washington State Auditor

File Attachments for Item:

11. Resolution 2024-02 A Resolution to Surplus a Service Weapon

Recommended Action: Motion to approve Resolution 2024-02

RESOLUTION NO. 2024-02

**A RESOLUTION OF THE CITY OF TENINO, WASHINGTON,
DECLARING CERTAIN CITY WEAPON TO BE SURPLUS AND OF NO
FURTHER USE TO THE CITY AND AUTHORIZING THE SALE AND
DISPOSITION THEREOF.**

WHEREAS, the city of Tenino, Washington, is authorized, pursuant to Washington Laws, to dispose of a weapon owned by the city by sale; and

WHEREAS, the city Council of the city of Tenino, Washington, considers the described Weapon below, owned by the city to be surplus and of no further use to the city; and

WHEREAS, the City Council of the city of Tenino, Washington, considers the sale of the described weapon below, to be in the best interest of the citizens and patrons of the city; now, therefore,

**THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, DO
RESOLVE AS FOLLOWS:**

Section 1. The city of Tenino, Washington, does declare the following described Weapon surplus and of no further use to the city:

GLOCK 17 Generation 5 MOS Serial Number BHSL404

Section 2. The Mayor of the city of Tenino, Washington, shall be, and he hereby is, authorized to sell said weapon in a commercially-reasonable manner as determined by the Mayor or his designee.

ADOPTED by the City Council of the city of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this _____ day of _____, 2024.

Dave Watterson, Mayor

Attest:

Jen Scharber, City Clerk/Treasurer

Approved as to form:

Richard Hughes, Attorney



I am requesting authorization to sell a surplus firearm to former Tenino Police Sgt Seth Sharp. It is common practice for an officer in good standing at the end of his or her career to request or be afforded the opportunity to purchase his or her firearm. The TPD currently has a surplus of duty pistols. If approved this sale would not negatively impact the TPD's inventory and we would still have a surplus to issue in case of emergencies or the addition of new officers. Our current pistol inventory was purchased from East County Guns. I contacted a representative to get a trade-in value which was quoted between \$330.00 to \$350.00. I am requesting the City approve the sale of the surplus pistol at \$330.00. These funds would be put back into the firearms training budget. The purchaser would be required to undergo all background checks and comply with the required waiting period defined by law. This process would be performed by a licensed federal firearms dealer at no cost to the City. Below is the serial number and make and model of the firearm.

Glock 17 Generation 5 MOS

Serial Number BHSL404

Respectfully,

Robert Auderer

Chief of Police

Office 360-264-2626

Cell 360-481-2622

11.

East County Guns Elma FFL# 9-91...00876

309 W Main St
Elma, WA 98541 US
+13604826770
Elma@eastcountyguns.com



Estimate

ADDRESS
Tenino Police Dept
teninopolice@cityoftenino.org

ESTIMATE 1007
DATE 05/08/2024

DESCRIPTION	QTY	RATE	AMOUNT
Glock 17 Duty Weapon #	1	350.00	350.00
SUBTOTAL			350.00
TAX			0.00
TOTAL			\$350.00

Accepted By

Accepted Date

*WSP S.A.F.E. DENIALS, NFA RETURNS OF ANY KIND, ONLINE AND IN-STORE SPECIAL ORDERS WILL HAVE A 25% RESTOCK FEE.

*SPECIAL ORDER ITEMS ARE TO BE PAID IN FULL.

*RETURNS/ EXCHANGES WILL ONLY BE ACCEPTED WITH A RECIEPT AND IF THE PRODUCT IS DEEMED "LIKE NEW" AND FIT FOR RESALE.

*FIREARMS/ OPTICS THAT HAVE LEFT THE STORE WILL BE TREATED AS USED!

*SINGLE SHOT TRUSTS FOR NFA ITEMS ARE NON REFUNDABLE.

11.

Surplus Ammo and Arms
102 Puyallup Ave B, Tacoma, WA 98421

INVOICE

142

Bill To:
Tenino Police Department

Date: May 16, 2024

Balance Due: \$350.00

Item	Quantity	Rate	Amount
Glock 17 Gen 5 MOS	1	\$350.00	\$350.00

Subtotal: \$350.00

Tax (0%): \$0.00

Total: \$350.00



FEDERAL FIREARMS LICENSE REQUIRED 



LEO TRADE-IN GLOCK 17 GEN 5 9MM HANDGUN

★★★★☆ (28 Reviews)

ITEM #: F1GLK17GEN5

BRAND: Glock

~~\$399.95~~

SALE PRICE: \$379.95

1

ADD TO CART



**CITY OF TENINO
FIREARM SURPLUS COMPENSATION AND WAIVER**

Pursuant to Resolution # _____, approved by the Council on _____, [officer name] will receive a firearm declared surplus pursuant to such resolution, provided the officer indemnify, defend, and hold the City harmless against any claim arising out of, related to, or connected with, the ownership or use of the firearm received.

Please initial each paragraph.

_____ I assume all risks that are associated with transfer of ownership and use of a firearm from the City of Tenino, its agents, employees, mayor, and council members (hereafter referred to as "releasees"), including, but not limited to, injury, property damage, permanent disability, disease, and death to myself or any other party.

_____ I hereby waive, release, discharge, hold harmless, defend, indemnify, and covenant not to sue "releasees" from any and all liability for any claims, demands, losses or damages on account of any injury, including death or permanent and partial disability, disease, and damage to property, caused or alleged to be caused in whole or in part by the negligence of the releases or otherwise in connection with and/or arising out of transfer of ownership to me of a City firearm.

_____ I am responsible for any tax, transfer fee, or other cost associated with transfer of ownership and ownership and use of said firearm.

_____ This agreement is binding on all persons and entities claiming by, through, for, or on account of their relationship to me, including, but not limited to, my heirs, successors, and assigns.

In signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; and that I am at least eighteen (18) years of age and fully competent.

I HAVE READ THIS AGREEMENT, UNDERSTAND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND AGREE TO BE BOUND BY IT.

Officer Signature

____/____/_____
Date

File Attachments for Item:

12. Ordinance 930

Recommended Action: Motion to accept second reading of Ordinance 930 and to approve Ordinance 930

ORDINANCE 930

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TENINO AMENDING THE TENINO MUNICIPAL CODE WITHIN THE PUBLIC/SEMI-PUBLIC ZONING DISTRICT.

WHEREAS, the City of Tenino is a code city and is authorized by RCW 35A.63 (Planning and Zoning in Code Cities) to set development standards; and

WHEREAS, the City of Tenino has adopted a comprehensive plan in accordance with RCW 36.70A (the Growth Management Act) and a zoning ordinance that is consistent with that comprehensive plan under RCW 35A.63; and

WHEREAS, Tenino Municipal Code (TMC) 100.30.010 authorizes the City Council to make decisions on zoning code amendments; and

WHEREAS, notice of this proposed change was sent to the Washington State Department of Commerce on March 18, 2024; and

WHEREAS, the City of Tenino reviewed this proposal under the State Environmental Policy Act (SEPA), and issued a Determination of Nonsignificance (DNS) on the proposal on January 22, 2024; and

WHEREAS, the City of Tenino provided notice for a Public Hearing held on these changes in accordance with the standards listed in TMC 18.40.190; and

WHEREAS, the Tenino Planning Commission held a Public Hearing on the matter on February 7, 2024; and

WHEREAS, the Tenino Planning Commission reviewed these changes at their meeting on February 7, 2024 and voted unanimously to recommend that the City Council adopt the proposed changes;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TENINO AS FOLLOWS:

Section 1. Amend Section TMC 108.40.010 to modify the list of uses on the Use Schedule to add Livestock Processing Facility and require a Conditional Use Permit issued by the City on property zoned Public/Semi-Public.

Use Category	Residential Zones				Nonresidential Zones				Special Purpose Zones		Def/Std
	SF-ES	SF	SF-D	MF	C1	C2	C3	I1	P/SP	WT	
Industrial Uses											108.40.090.
Livestock Processing Facility	—	—	—	—	—	—	—	—	C	—	108.30.125.F.

Section 2. Amend 108.30.125.F.1. to delete reference to public zoning district and add performance standards for a livestock processing facility.

1. *Farm animals.* The following performance standards apply to farm animals:

e. *Slaughtering.* Farm animals such as cows, sheep, goats, and other livestock are permitted to be slaughtered in any zoning district (~~except public~~) provided that if a firearm is to be used for dispatch of farm animals within the city limits, and prior to the use of a firearm, the city police department shall be notified.

f. *Livestock Processing Facility.* Livestock processing facility uses which involve the production of animal products, or slaughtering of animals to be sold to others, or to be used in making meat products on the same premises, must operate in accordance with county, state and federal health and safety regulations. Examples include fat rendering, meat packing plants, livestock slaughter and processing, slaughterhouses. Facilities shall be designed, located, established and operated in full consideration to their proximity to all adjacent uses, their effect upon adjacent and surrounding properties, to the reduction of noise, odor, dust, and other similar nuisance factors, and in accordance with the following standards:

1. Slaughter of animals shall take place inside a screened, covered area as depicted on a site plan.
2. The main vehicular entrance to the facility must be located on a state highway, county road, or City arterial street. Access shall not be permitted through a residential area.
3. The Conditional Use Permit application submittal shall include a facility management plan which addresses strict conformance with all federal and state laws for the licensing and operation of such facilities. The facility management plan should include, at a minimum:
 - a. Waste disposal plan that is in accordance with all applicable laws and regulations. This is meant to include, but is not limited to, all sewage, processed and unprocessed animal parts, entrails, blood, hides, bones, and wash water. Manure from holding areas shall be removed from the site daily or stored in a manner to control odor consistent with TMC 108.60.060.
 - b. Parking plan showing off-street parking sufficient to handle all customers, employees, trucks, or transport vehicles shall be provided. Parking for all traffic utilizing the business shall be provided for on site, and off public roads and other easements. All loading and unloading areas shall be screened from view from adjacent properties and public streets.
 - c. Noise plan showing that levels shall not exceed City standards found in TMC Section 8.72 and TMC 108.60.040.

- d. Site plan to scale showing exterior storage areas, including animal storage areas, and vehicle and trailer storage and distances to property lines. These setbacks may be increased based on considerations and characteristics of adjacent uses and prevailing wind direction.
- e. Traffic impact analysis that documents potential traffic impacts of the proposed development.
- f. Operational analysis, including maximum area (indoor, outdoor, or combination thereof) for the keeping or slaughtering of animals, hours of operation, expected durations that live animals will be present on the site, and number of employees.

Severability

Effective Date

Adopted this 28 day of May 2024.

Mayor

Attest:

Clerk/Treasurer