

City of Tenino

149 Hodgen Street South

Tenino, WA 98589

City Council Meeting

Tuesday, June 23, 2026 at 6:30 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

1. Agenda Approval

Recommended Action: Motion to approve the 06/23/2026 Agenda as presented.

APPROVAL OF MINUTES

- [2.](#) Approval of Minutes

Recommended Action: Motion to approve the 06/09/2026 Minutes as presented.

CONSENT CALENDAR

3. Consent Calendar for June 10, 2026 through June 23, 2026 consisting of:

Payroll EFT's in the amount of \$58,225.13 and Claims Checks #34193 through #34218 and EFT's in the amount of \$106,727.99 for a Grand Total of \$164,953.12.

Liquor License Renewals: None

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

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

- [4.](#) Approve Real Estate listing Contract with Castle Realty.

Recommended Action: Motion to approve Real Estate listing Contract with Castle Realty.

NEW BUSINESS

5. Resolution 2026 09 Surplus Vehicles.

Recommended Action: Motion to approve Resolution 2026 09 Surplus Vehicles.

6. Approve contracts with Civic Plus for Mayor to sign.

Recommended Action: Motion to approve contracts with Civic Plus for Mayor to sign.

7. Digital Sign for Agricultural Park design review.

Recommended Action: Motion to approve the Digital Sign for Agricultural Park design review.

RESOLUTIONS

ORDINANCES

REPORTS

8. 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)
- 5) Timberland Regional Library
- 6) South Thurston Fire & EMS
- 7) Thurston County Sheriff's Office

9. 13. Committees/Commissions

- 1) Civil Service Commission
- 2) Finance Committee
- 3) Planning Commission
- 4) Public Safety Committee
- 5) Public Works Committee

10. 14. Staff

- 1) Director of Public Works
- 2) Code Enforcement/Building Inspector
- 3) PARC Specialist
- 4) Clerk/Treasurer

5) Mayor

11. 15. 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

9) Oregon Trail Days

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

2. Approval of Minutes

Recommended Action: Motion to approve the 06/09/2026 Minutes as presented.

**City Council Meeting
Tuesday, June 09, 2026**

Minutes

WORK SESSION

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

PRESENT

Councilmember Elaine Klamn
Councilmember Adam Carney
Councilmember Tianne Curtiss

ABSENT

Councilmember Linda Gotovac
Councilmember Jeff Eisel

CALL TO ORDER

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

PRESENT

Councilmember Elaine Klamn
Councilmember Adam Carney
Councilmember Tianne Curtiss

ABSENT

Councilmember Linda Gotovac
Councilmember Jeff Eisel

Flag Salute

AGENDA APPROVAL

1. Agenda Approval

Recommended Action: Motion to approve the 06/09/2026 Agenda as presented.

Motion to approve the agenda with the absence of Councilmembers Linda Gotovac and Jeff Eisel.

Motion made by Councilmember Carney, Seconded by Councilmember Curtiss.

Voting Yea: Councilmember Klamn, Councilmember Carney, Councilmember Curtiss.

Motion passes: 3/0.

APPROVAL OF MINUTES

2. Approval of Minutes

Recommended Action: Motion to approve the 05/26/2026 Minutes as presented.

Motion made by Councilmember Curtiss, Seconded by Councilmember Carney.

Voting Yea: Councilmember Klamn, Councilmember Carney, Councilmember Curtiss.

Motion passes: 3/0.

CONSENT CALENDAR

3. Consent Calendar for May 27, 2026 through June 09, 2026 consisting of:

Payroll EFT's in the amount of \$9,862.63 and Claims Checks #34150 through #34192 and EFT's in the amount of \$431,272.44 for a Grand Total of \$441,135.07.

Liquor License Renewals: None

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

Motion made by Councilmember Carney, Seconded by Councilmember Klamn.

Voting Yea: Councilmember Klamn, Councilmember Carney, Councilmember Curtiss.

Motion passes: 3/0.

EXECUTIVE SESSION

None.

PRESENTATIONS

4. Waterworth presentation.

A financial forecasting and revenue calibration solution adopted by hundreds of organizations across North America. Our job is to help utilities like yours plan financially-so you can avoid surprises, avoid emergency rate hikes, and make smart choices about how to invest in your infrastructure.

Waterworth presentation Outcomes: To have a clear picture on current/forecasted financials. Understanding of WW tool/process and how they produce the information and help give confidence in the results.

Establish Financial Baseline > Build Long-term Financial Forecasts > Determine Revenue Needs and Funding Strategies > Communicate, Refine and Repeat.

They walked everyone through their service forecasting rates and demand adjust models for the different potential options for rate increases per the actual outcome of loan payoffs, etc.

PUBLIC COMMENTS

At 7:33PM Ronald J. Sorenson proposed that the city utilize the natural sustainable use of Hemp instead of Wood to make historical and usable money as we have in the past with Wooden Money. Maybe sell it like the Wooden Money in the past and help raise money to help the city finances.

John O'Callahan was requested to attend to share the update that the Veterans Wall is almost done. There will be a celebration in July. He would like to give a big Thanks to Stone Carver Keith Phillips for getting this almost done, and to pat Frank Hicks on the back and a big thank you if you see him for all he has done for this project.

PUBLIC HEARING

None.

PROCLAMATIONS

5. In Honor and Recognition of the Tenino Police Department and all who have served therein 1906-2026.

Mayor Watterson addressed the Tenino Police Department past and present. He presented the Official Proclamation in Honor and Recognition of the Tenino Police Department and all who have served therein 1906-2026:

NOW, THEREFORE, BE IT PROCLAIMED by the City of Tenino, Washington, that the Mayor, City Council, and all the people of this City do hereby:

HONOR and CELEBRATE the one hundred and twenty years of service rendered by the Tenino Police Department, recognizing it as a pillar of this community whose contributions have shaped the character and safety of our city. EXTEND the deepest and most heartfelt gratitude to every officer, dispatcher, and staff member who dedicated a portion of their life to this Department — your service was not given in vain, and it will not be forgotten. ACKNOWLEDGE the families of those who served, whose support and sacrifice made it possible for their loved ones to answer the call of duty day after day, often without recognition or thanks. COMMIT to preserving the memory of the Tenino Police Department as an enduring part of this City's history, so that future generations may know the names and deeds of those who came before them.

LET IT BE KNOWN to all present and all who shall come after, that the service of the Tenino Police Department was honorable, that its officers were faithful, and that this City is immeasurably grateful for every year of protection and dedication they gave.

Officers in attendance: Prior Lt. Officer Lee, Current Officer McClellan and Officer Sneed. Each officer spoke of their time on duty in Tenino and what they value of their time here. Officer McClellan recognized PD Administrator Maria Rodriguez for her years of support and being an invaluable part of the Police Department and Chief Auderer for his supervisory role and guidance.

OLD BUSINESS

6. Ordinance 941:

An ordinance of the city of Tenino, Washington, amending the Tenino municipal code chapter 8.09 (fireworks) to align discharge times with Thurston county code.

Recommended Action: Motion to approve Ordinance 941.

Motion made by Councilmember Carney, Seconded by Councilmember Curtiss.

Voting Yea: Councilmember Klamn, Councilmember Carney, Councilmember Curtiss.

Motion passes: 3/0.

7. Ordinance 942:

An ordinance of the city of Tenino, Washington, amending the Tenino municipal code chapter 8.09 (fireworks) to align retail sales and purchase times with Thurston county code.

Recommended Action: Motion to approve Ordinance 942.

Motion made by Councilmember Carney, Seconded by Councilmember Curtiss.

Voting Yea: Councilmember Klamn, Councilmember Carney, Councilmember Curtiss.

Motion passes: 3/0.

NEW BUSINESS

None.

RESOLUTIONS

None.

ORDINANCES

8. Development Code Update - Flood Hazard Regulations

The Planning Commission recommends that the City Council approves to forward the proposed amendments to TMC Chapter 5.24, Flood Hazard Regulations to Washington State Department of Commerce for 60 day notice to adopt.

Recommended Action: Motion to approve moving the proposed amendments to TMC Chapter 5.24, Flood Hazard Regulations to Washington State Department of Commerce for 60 day notice to adopt.

Motion made by Councilmember Carney, Seconded by Councilmember Curtiss.

Voting Yea: Councilmember Klamn, Councilmember Carney, Councilmember Curtiss.

Motion passes: 3/0.

REPORTS

9. Outside Agency

- 1) Chamber of Commerce - Evening Business Meeting, June 17, 5:30pm at the Sandstone Café. Guest Speaker is Shuana Stewart with Experience Olympia and Beyond.
- 2) Economic Development Council (EDC) - Business Awards Program, June 24, 3-5pm, Hanger 51 at the Airport.
- 3) South Thurston Economic Development Initiative (STEDI) - No STEDI meeting in June because of the Federal Holiday.
- 4) ARCH Commission 5) Experience Olympia & Beyond (VCB)
- 6) South Thurston Fire & EMS - Councilmember Carney met with Chief Gray, test flow rates need to be done, there are opportunities around the city to coordinate with the Fire Department more closely. Business inspections, work on a way to get something implemented.
- 7) Thurston County Sheriff's Office - LT McIver presented the stats for May 2026, there were 90 calls for Service, he stated that not all the stats are a negative. He did not start actively assessing the calls until late April so there is only a small time of comparison. With Summer coming up there will be an increase of kids running around and to remind folks to call in or submit online any issues, online if there is no proof or identification. Call if there is evidence of a person of interest or evidence of a crime. He states that they are to be putting an extra David car in the area, that will give 2 cars in town at a time.

10. 13. Committees/Commissions

- 1) Civil Service Commission - Mayor contacted the attorney to find out if we need to keep the commission in place for a while and he said that we should keep it in place for a while.
- 2) Finance Committee - Councilmember Carney, they met last Wednesday. They were looking into the cybersecurity grant, looking at grants to provide upgrades.
- 3) Planning Commission - SCJ, will discuss short term rentals next month at meeting on 7/8/26.

11. 14. Staff

- 4) Clerk/Treasurer - C/T Reddick asked the council if they had received and read through the Treasurers report and 2026 Budget Position. Still working on unclaimed property. Putting in grant as Councilmember Carney discussed for Cyber Security. Beginning to work on Gambling tax, we are above state maximum on one of the businesses.
- 5) Mayor - Watterson has checked back in on the Surplus Properties, he has spoke with Dave Champagne at Castle Realty about getting the ball rolling on listing the properties. Reported on recent TRPC meeting attended, they spoke about traffic affected when accidents occur on the interstate that close down area for long periods of time and what that creates for alternative traffic routes. Tenino being a main route for accidents on I-5 brings to light the need to look at provisions that can be made to ensure the safety on Sussex and 507.

12. 15. Liaisons

5) Thurston Regional Planning Council (TRPC) - Mayor Watterson reported that they spoke about traffic affected when accidents occur on the interstate that close down area for long periods of time and what that creates for alternative traffic routes. Tenino being a main route for accidents on I-5 brings to light the need to look at provisions that can be made to ensure the safety on Sussex and 507.

6) Transportation Policy Board - Meeting is tomorrow 6/10/26.

9) Oregon Trail Days - Councilmember Curtiss reported that everything is moving right along, they are working on the staging. They have entries coming in.

PUBLIC COMMENTS 2

John O'Callahan finished speaking of the history of the Veterans Wall and what the significance of the new one. This is to honor the Tenino Students over the years that put on uniforms for our country.

ANNOUNCEMENTS

None.

ADJOURNMENT

Mayor Watterson adjourned the meeting at 7:58pm.

File Attachments for Item:

4. Approve Real Estate listing Contract with Castle Realty.

Recommended Action: Motion to approve Real Estate listing Contract with Castle Realty.

CITY OF TENINO, WASHINGTON
RESOLUTION NO. 2026-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, DECLARING CERTAIN REAL PROPERTY AS SURPLUS; AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A PURCHASE AND SALE AGREEMENT, SUBJECT TO CITY COUNCIL APPROVAL; AND MAKING FINDINGS REGARDING PUBLIC BENEFIT

WHEREAS, the City of Tenino (the "City") owns the following unimproved real properties, identified as follows:

- a. 400 Marion Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09490043000.
- b. 0 Huston Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 74906000900
- c. 0 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09280007000
- d. 00 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09280017000.
- e. 000 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Numbers 74903801301 & 74903800700

Individually referred to as the "property" and Collectively the "Properties"; and

WHEREAS, the City Council has determined that the Properties are no longer required for municipal purposes and is therefore surplus to the City's needs; and

WHEREAS, the Properties have been appraised by Allender Appraisals, LLC, and Allender Appraisals, LLC has determined that each Property has an approximate fair market value as follows:

A map lines inaccurate *Assessors*

400 Marion Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09490043000.	\$50,000.00
0 Huston Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 74906000900	\$51,000.00
0 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09280007000	\$39,000.00
00 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09280017000.	\$39,000.00 <i>5,200</i>
000 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Numbers 74903801301 & 74903800700	\$39,000.00

EXHIBIT A:

LEGAL DESCRIPTION

PART OF S. DAVENPORT D C NO. 37, TOWNSHIP 16 NORTH, RANGE 1 WEST, N 270 FEET OF S 570 FEET OF VACATED "G" STREET FROM 4TH TO 6TH IN TENINO.

IN THURSTON COUNTY, WASHINGTON.

- 400 Marion Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09480043000.
- 0 Huston Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 7480000000.
- 0 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 0928007000.
- 00 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 0928017000.
- 000 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Numbers 74803801301 & 74803800700.

individually referred to as the "property" and collectively the "Properties"; and

WHEREAS, the City Council has determined that the Properties are no longer required for municipal purposes and is therefore surplus to the City's needs; and

WHEREAS, the Properties have been appraised by Alexander Appraisals, LLC, and Alexander Appraisals, LLC has determined that each Property has an approximate fair market value as follows:

400 Marion Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 09480043000.	\$20,000.00
0 Huston Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 7480000000.	\$51,000.00
0 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 0928007000.	\$39,000.00
00 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Number 0928017000.	\$30,000.00
000 Green Street, Tenino, Washington, identified by Thurston County Tax Parcel Numbers 74803801301 & 74803800700.	\$39,000.00

4.

EXHIBIT A:

LEGAL DESCRIPTION

LOT 9 AND 10 IN BLOCK 60 OF SNYDER AND STEVENS PLAT OF TENINO, WASHINGTON, AS
RECORDED IN VOLUME 5 OF PLATS, PAGE 66.
IN THURSTON COUNTY, WASHINGTON.

EXHIBIT A:**LEGAL DESCRIPTION**

PART OF S. DAVENPORT D C NO. 37, COMMENCING AT A POINT 85 FEET N AND 695 FEET W OF INTERSECTION OF 5TH STREET AND E. ST. OF SNYDER AND STEVENS PLAT OF TENINO; SOUTH ALONG WEST LINE OF "G" STREET 290 FEET; NORTH 37 DEG 56' WEST 370.2 FEET; EAST 230 FEET TO BEGINNING; PART OF S. DAVENPORT D C NO. 37, EAST 20 FEET OF "G" STREET ADJOINING LOTS 11 AND 12, BLOCK 38, SNYDER AND STEVENS PLAT OF TENINO.

IN THURSTON COUNTY, WASHINGTON.

EXHIBIT A:

LEGAL DESCRIPTION

PARCEL B OF CITY OF TENINO BOUNDARY LINE ADJUSTMENT NO. BLA-25-01-TE, AS RECORDED
JULY 14, 2025 UNDER AUDITOR'S FILE NO. 5063409.

IN THURSTON COUNTY, WASHINGTON.

1. LISTED DUAL AGENCY.

a. **Listing Broker as Limited Dual Agent:** The Listing Broker and the Buyer's Broker are acting as limited dual agents in the sale of the Property to a buyer that Listing Broker acknowledges that as a limited dual agent, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

b. **Buyer's Broker as Limited Dual Agent:** If the Property is sold to a buyer represented by the Listing Broker, the Buyer's Broker is acting as a limited dual agent in the sale of the Property to a buyer that Listing Broker acknowledges that as a limited dual agent, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

c. **Listing Broker as Buyer's Broker:** If the Property is sold to a buyer represented by the Listing Broker, the Listing Broker is acting as a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

d. **Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Buyer's Broker, the Buyer's Broker is acting as a Listing Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

e. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

f. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

g. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

h. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

i. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

j. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

k. **Listing Broker as Buyer's Broker and Buyer's Broker as Listing Broker:** If the Property is sold to a buyer represented by the Listing Broker and the Buyer's Broker, the Listing Broker and the Buyer's Broker are acting as a Listing Broker and a Buyer's Broker in the sale of the Property to a buyer that Listing Broker acknowledges that as a Listing Broker and a Buyer's Broker, it is not to provide any advice or representation favorable to Seller to the detriment of the buyer and Listing Broker's representation to the buyer.

LEGAL DESCRIPTION

LEGAL DESCRIPTION
SW OF NP SPUR LOTS 7 AND 8, BLOCK 38 LOTS 13, 14 AND 15, BLOCK 38 SNYDER AND STEVENS PLAT OF TENINO. LESS TRIANGLE NE OF NP SPUR; EXCEPT NP SPUR RIGHTS.

4. Form 1A
Exclusive Sale
Rev. 6/26
Page 1 of 4

EXCLUSIVE SALE AND LISTING AGREEMENT

©Copyright 2026
Northwest Multiple Listing Service
ALL RIGHTS RESERVED

This Exclusive Sale and Listing Brokerage Services Agreement (the "Agreement") is made by and between 1

City Of Tenino ("Seller") and 2
Seller Seller

Castle Realty ("Listing Firm" or "Firm") with regard 3
to the real property commonly known as 400 Marion St S, City Tenino, 4
County Thurston, WA, Zip 98589; and legally described on Exhibit A ("the Property"). 5

1. **DEFINITIONS.** (a) "MLS" means the Northwest Multiple Listing Service; and (b) "sell" includes a contract to sell; an 6
exchange or contract to exchange; or an option to purchase. Firm need not submit to Seller any offers to lease, 7
rent, or enter into any agreement other than for sale of the Property. 8

2. **TERM.** Seller hereby grants to Listing Firm the exclusive right to list and sell the Property from the date of mutual 9
acceptance of this Agreement ("Effective Date") until midnight of 6/30/2027 ("Listing Term"). If this 10
Agreement expires while Seller is a party to a purchase and sale agreement for the Property, the Listing Term shall 11
automatically extend until the sale is closed or the purchase and sale agreement is terminated. 12

3. **AGENCY.** 13

a. Pamphlet. Seller acknowledges receipt of the pamphlet entitled "Real Estate Brokerage in Washington." 14

b. Listing Broker. Listing Firm appoints Dave Champagne 15
to represent Seller ("Listing Broker"). This Agreement creates an agency relationship with Listing Broker and 16
any of Firm's managing brokers who supervise Listing Broker ("Supervising Broker") during the Listing Term. 17
No other brokers affiliated with Firm are agents of Seller. 18

4. **LIMITED DUAL AGENCY.** 19

a. Listing Broker as Limited Dual Agent. If initialed below, Seller consents to Listing Broker and Supervising Broker 20
acting as limited dual agents in the sale of the Property to a buyer that Listing Broker also represents. Seller 21
acknowledges that as a limited dual agent, RCW 18.86.060 prohibits Listing Broker from advocating terms 22
favorable to Seller to the detriment of the buyer and further limits Listing Broker's representation of Seller. 23

Seller's Initials Date Seller's Initials Date 24

b. Firm Limited Dual Agency. If the Property is sold to a buyer represented by one of Firm's brokers other than 25
Listing Broker ("Listing Firm's Buyer's Broker"), Seller consents to any Supervising Broker, who also supervises 26
Listing Firm's Buyer's Broker, acting as a limited dual agent. 27

5. **LIST DATE.** Firm shall submit this listing, including the Property information on the attached Listing Input Sheets 28
("Listing Information") and photographs, images, videos, virtual tours, drawings, renderings, sketches, floorplans, 29
and other representations of the Property (collectively the "Photographs") to be published by MLS on 30
6/24/2026 or before ("List Date"), which date shall not be more than 90 days from the Effective Date. Seller 31
acknowledges that exposure of the Property to the open market through MLS will increase the likelihood that Seller 32
will receive fair market value for the Property. Accordingly, prior to the List Date, Firm and Seller shall not promote 33
or advertise the Property in any manner whatsoever, including, but not limited to yard or other signs, flyers, websites, 34
e-mails, texts, social media, mailers, magazines, newspapers, open houses, previews, showings, or tours. Seller 35
shall not materially interfere with Listing Firm's marketing of the Property. 36

6. **FAIR MARKETING.** To promote competition and ensure fairness in access to available housing, RCW 18.86 37
requires that Firm's marketing of the Property include marketing to the general public and to all other real estate 38
brokers, except as reasonably necessary to protect the health or safety of the owner or occupant. Firm and MLS 39
can accommodate Seller's privacy, security, health, or safety concerns through a variety of options, including 40
marketing choices and restrictions on showings of the Property. If addressing Seller's health or safety concern 41
requires limiting potential buyers and brokers to whom the Property is marketed, Seller may provide instructions to 42
Firm utilizing Seller's Request for Limited Marketing (Form 7U) or comparable written instructions. 43

Seller's Initials Date Seller's Initials Date

EXCLUSIVE SALE AND LISTING AGREEMENT

7. **FAIR HOUSING.** Seller acknowledges that local, state, and federal fair housing laws prohibit discrimination based on sex, marital status, sexual orientation, gender identity, race, creed, color, religion, caste, national origin, citizenship or immigration status, families with children status, familial status, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a support or service animal by a person with a disability.
8. **COMPENSATION.** Seller acknowledges that there are no standard compensation rates and the compensation in this Agreement is fully negotiable and not set by law. If during the Listing Term, Seller sells the Property and the sale closes; or the sale fails to close due to Seller's breach of the terms of the purchase and sale agreement, Seller shall pay compensation as follows:
 - a. **Listing Firm Compensation.**
 - i. _____% of the sales price; \$ **3500**; other: _____; or
 - ii. If the buyer is not represented by a buyer brokerage firm, the Listing Firm compensation shall be _____% of the sales price; \$ _____; other _____ (equal to the amount in subsection 8(a)(i) above if not filled in).
 - b. **Buyer Brokerage Firm Compensation.** Seller acknowledges that offering compensation to a cooperating member of MLS representing the buyer ("Buyer Brokerage Firm") ("Buyer Brokerage Compensation") is not required.
 - ☒ **Seller's Offer of Compensation.** Seller offers Buyer Brokerage Compensation as follows:
 - i. **3** _____% of the sales price; \$ _____; or other _____ to Buyer Brokerage Firm, which includes another broker affiliated with Listing Firm who represents the buyer; or
 - ii. If the Listing Broker is a limited dual agent and represents both Seller and the buyer, _____% of the sales price; \$ _____; or other _____ (equal to the amount in subsection 8(b)(i) above if not filled in) to be paid to Listing Firm as Buyer Brokerage Compensation.
 - iii. Buyer Brokerage Compensation shall be paid as set forth above, unless modified by the buyer in a mutually accepted purchase and sale agreement. The offered amount may not be withdrawn or reduced with respect to a buyer after that buyer or the Buyer Brokerage Firm has notified the Listing Firm or Seller of that buyer's intent to submit an offer (and for three calendar days thereafter). Buyer Brokerage Firm is an intended third-party beneficiary of this Agreement.
 - iv. If checked, ☐ the offer to pay Buyer Brokerage Compensation shall extend to licensed brokerage firms that are not members of MLS.
 - ☐ **Buyer to Request Compensation in Offer.** In lieu of offering a specific compensation amount, Seller invites the buyer to include in the buyer's offer, the amount that the buyer requests Seller to compensate the Buyer Brokerage Firm, which amount must be agreed to by the parties. "Request in Offer" will be displayed in the compensation section of the listing.
 - ☐ **No Offer of Compensation.** Seller declines to offer and does not intend to pay Buyer Brokerage Compensation. Seller acknowledges that a buyer may still submit an offer that includes an amount that the buyer requests Seller to compensate the Buyer Brokerage Firm. "None" will be displayed in the compensation section of the listing.
 - c. **Expiration of the Listing Term.** If Seller shall, within **180** days (180 days if not filled in) after the expiration of the Listing Term, sell the Property to any person to whose attention it was brought through the signs, advertising or other action of the Listing Firm, or on information secured directly or indirectly from or through Firm, during the Listing Term, Seller will pay Firm and Buyer Brokerage Firm the above compensation at closing. Provided, that if Seller pays compensation to other licensed brokerage firms in conjunction with a sale, the amount of compensation payable to Firm shall be reduced by the amount paid to such other listing firm and the compensation payable to Buyer Brokerage Firm shall be reduced by the amount paid to such other buyer brokerage firm.
 - d. **Cancellation Without Legal Cause.** If Seller cancels this Agreement without legal cause, Seller may be liable for damages incurred by Firm as a result of such cancellation, regardless of whether Seller pays compensation to another licensed brokerage firm.
 - e. **Additional Consent.** Seller consents to Firm receiving compensation from more than one party, provided that any terms offered to Firm are disclosed as required by RCW 18.86.030.

EXCLUSIVE SALE AND LISTING AGREEMENT

9. **REFERRAL FEE DISCLOSURE.** Listing Firm ☐ is; ☒ is not (is not, if not filled in) obligated to pay a portion of the Listing Firm compensation to a real estate firm ("Referring Firm") that referred Seller to Listing Firm. Seller consents to Listing Firm sharing a portion of the Listing Firm compensation as follows:
 - a. Referring Firm: _____;
 - b. Referral Fee: _____ % of the Listing Firm compensation; or \$ _____.
10. **PROPERTY ACCESS AND KEYBOX.** Listing Firm shall install a keybox on the Property that holds a key to the Property which may be opened by an electronic key held by members of MLS, their brokers, and affiliated appraiser members of MLS. Unless otherwise agreed in writing or as set forth in the attached Listing Input Sheets, Firm and other members of MLS shall be entitled to show the Property at all reasonable times.
 - a. Property Access for Non-Member Brokers. Listing Firm may be contacted by licensed brokers who are not members of MLS and do not have access to the keybox on the Property. Seller ☒ authorizes; ☐ does not authorize (authorizes if not filled in) Firm to provide access to the Property to licensed brokers who are not members of MLS. If authorized, Listing Firm ☐ shall; ☐ shall not (shall if not filled in) be required to attend any such showing. If authorized, Listing Firm ☐ shall; ☐ shall not (shall if not filled in) require brokers who are not members of MLS to execute an access agreement prior to any showing.
11. **MULTIPLE LISTING SERVICE.** Seller authorizes Listing Firm and MLS to publish and distribute the Listing Information and Photographs (collectively, the "Listing Data") to other members of MLS and their affiliates and third parties for public display and other purposes, subject to any restrictions imposed by Seller. This authorization shall survive the termination of this Agreement. Firm is authorized to report the sale of the Property (including price and all terms) to MLS and to its members, financial institutions, appraisers, and others related to the sale, provided that any terms reported to MLS before the sale closes shall only be used for aggregated, anonymized reports. Firm may provide this listing to any other cooperating multiple listing service at Firm's discretion or a licensed broker who is not a member of a multiple listing service. Firm shall cooperate with all other members of MLS, members of a multiple listing service to which this listing is provided, and any licensed brokers who are not members of a multiple listing service. MLS is an intended third-party beneficiary of this Agreement and will provide the Listing Data to its members and their affiliates and third parties, without verification and without assuming any responsibility with respect to this Agreement.
12. **PROPERTY CONDITION AND INSURANCE.** Neither Firm, MLS, nor any members of MLS or of any multiple listing service to which this listing is provided shall be responsible for, and Seller shall indemnify and hold them harmless from, any loss, theft, or damage of any nature or kind whatsoever to the Property, any personal property therein, or any personal injury resulting from the condition of the Property, including entry by the key to the keybox and/or at open houses, except for damage or injury caused by their gross negligence or willful misconduct. Seller is advised to notify Seller's insurance company that the Property is listed for sale and ascertain that the Seller has adequate insurance coverage. If the Property is to be vacant during all or part of the Listing Term, Seller is advised to request that a "vacancy clause" be added to Seller's insurance policy. Seller acknowledges that intercepting or recording conversations of persons in the Property without first obtaining their consent violates RCW 9.73.030 and Seller shall indemnify and hold Firm and other members of MLS harmless from any related claims.
13. **SELLER'S WARRANTIES AND REPRESENTATIONS.** Seller warrants that Seller has the right to sell the Property on the terms herein. If Seller provides Firm with any Photographs, Seller warrants that Seller has the necessary rights in the Photographs to allow Firm to use them as contemplated by this Agreement. Seller shall indemnify and hold Firm and other members of MLS harmless in the event the foregoing warranties are incorrect. Seller represents, to the best of Seller's knowledge, that the Property information on the Listing Input Sheets and any supplemental document describing features or conditions of the Property (attached to and incorporated into this Agreement by this reference) is correct.
14. **SHORT SALE / NO DISTRESSED HOME CONVEYANCE.** If the proceeds from the sale of the Property are insufficient to cover the Seller's costs at closing, Seller acknowledges that the decision by any beneficiary or mortgagee, or its assignees, to release its interest in the Property, for less than the amount owed, does not automatically relieve Seller of the obligation to pay any debt or costs remaining at closing, including fees such as Firm's compensation. Firm will not represent or assist Seller in a transaction that is a "Distressed Home Conveyance" as defined by Chapter 61.34 RCW unless otherwise agreed in writing. A "Distressed Home Conveyance" is a transaction where a buyer purchases property from a "Distressed Homeowner" (defined by Chapter 61.34 RCW), allows the Distressed Homeowner to continue to occupy the property, and promises to convey the property back to the Distressed Homeowner or promises the Distressed Homeowner an interest in, or portion of, the proceeds from a resale of the property.

4. m 1A
Exclusive Sale
Rev. 6/26
Page 4 of 4

EXCLUSIVE SALE AND LISTING AGREEMENT

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Northwest Multiple Listing Service
ALL RIGHTS RESERVED

- 15. SELLER DISCLOSURE STATEMENT.** Unless Seller is exempt under RCW 64.06, Seller shall provide to Firm as soon as reasonably practicable, a completed "Seller Disclosure Statement" (Form 17 (Residential)), (Form 17C (Unimproved Residential)), or (Form 17 Commercial). Seller shall indemnify, defend, and hold Firm harmless from and against any and all claims that the information Seller provides on Form 17, Form 17C, or Form 17 Commercial is inaccurate.
- 16. CLOSING.** Seller shall furnish and pay for a buyer's policy of title insurance showing marketable title to the Property. Seller shall pay real estate excise tax and one-half of any escrow fees or such portion of escrow fees and any other fees or charges as provided by law in the case of a FHA, USDA, or VA financed sale. Rent, taxes, interest, reserves, assumed encumbrances, homeowner fees and insurance are to be prorated between Seller and the buyer as of the date of closing. Seller shall prepare and execute a certification (NWMLS Form 22E or equivalent) under the Foreign Investment in Real Property Tax Act ("FIRPTA") and Firm may provide a copy of the FIRPTA certification to escrow and the buyer. If Seller is a foreign person or entity, and the sale is not otherwise exempt from FIRPTA, Seller acknowledges that a percentage of the amount realized from the sale will be withheld for payment to the Internal Revenue Service and Seller shall pay any fees, including any fees incurred by the buyer, related to such withholding and payment.
- 17. DAMAGES IN THE EVENT OF BUYER'S BREACH.** In the event Seller retains earnest money as liquidated damages on a buyer's breach, any costs advanced or committed by Firm on Seller's behalf shall be paid therefrom and the balance shall be ☐ retained by Seller; ☐ divided equally between Seller and Firm (retained by Seller if not checked).
- 18. ATTORNEYS' FEES.** In the event either party employs an attorney to enforce any terms of this Agreement and is successful, the other party agrees to pay reasonable attorneys' fees. In the event of trial, the successful party shall be entitled to an award of attorneys' fees and expenses; the amount of the attorneys' fees and expenses shall be fixed by the court. The venue of any suit shall be the county in which the Property is located.
- 19. OTHER.**

Seller's Signature Date

dwatterson@cityoftenino.org

Seller E-mail Address

Castle Realty

Listing Firm

2034

Listing Firm License Number

dave@castlerealty.net

Listing Broker E-mail Address

Seller's Signature Date

(360) 264-2368

Seller Phone Number

Listing Broker's Signature Date

17754

Listing Broker License Number

(360) 870-8386

Listing Broker Phone Number

File Attachments for Item:

5. Resolution 2026 09 Surplus Vehicles.

Recommended Action: Motion to approve Resolution 2026 09 Surplus Vehicles.

TENINO CITY COUNCIL AGENDA ITEM COVER SHEET

Council Meeting Date: 06/23/26

Agenda Item Number: _____

Originator: Nancy Reddick

Title: Clerk/Treasurer

Department: Finance

☐

Discussion

☒

Action Required

☒

New Business

☐

Old Business

☒

Resolution

☐

Ordinance

☐

Public Hearing

☐

1st Review

☐

2nd Review

☐

3rd Review

☐

Committee

☐

Table

Subject: Resolution 2026-09 Surplus Vehicles

Comments:

Designating Police vehicles and old PW vehicles as surplus.

Staff Recommendation:

Recommended approval.

Disposition:

RESOLUTION NO. 2026-09

**A RESOLUTION OF THE CITY OF TENINO, WASHINGTON,
DECLARING CERTAIN CITY VEHICLES, 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 RCW 35A.11.010, to dispose of vehicle owned by the city by sale; and

WHEREAS, the city Council of the city of Tenino, Washington, considers the described vehicle 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 vehicle 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 vehicles surplus and of no further use to the city:

2005 Ford Ranger	VIN# 1FTZR45E25PA15588
2007 Ford F450	VIN# 1FDXF46Y27EA36878
2005 Chev Silverado	VIN# 1GCEK19T25E294465
1992 Ford Vactor Truck	VIN# 1FDZU90L4NVA31753
2001 Chevy Work Truck	VIN# 1GBHC24U21E254353
Verme BC600 Brush Chipper	
2017 Ford Explorer	VIN# 1FM6K8ARXHGB47419
2017 Ford Explorer	VIN# 1FM5K8AR6HGB47420
2017 Ford Explorer	VIN# 1FM5K8AR8HGB47418
2011 Ford F150	VIN# 1FTFW1EF6BFB25306
2021 Ford Explorer	VIN# 1FM5K8AWXMNA14199

Section 2. The Mayor of the city of Tenino, Washington, shall be, and he hereby is, authorized to sell or otherwise dispose of said vehicle 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 23rd day of June, 2026.

David Watterson, Mayor

ATTEST:

APPROVED AS TO FORM:

Nancy Reddick, Clerk Treasurer

Brent Dille, City Attorney

File Attachments for Item:

6. Approve contracts with Civic Plus for Mayor to sign.

Recommended Action: Motion to approve contracts with Civic Plus for Mayor to sign.

TENINO CITY COUNCIL AGENDA ITEM COVER SHEET

Council Meeting Date: 06/23/26

Agenda Item Number: _____

Originator: Nancy Reddick

Title: Clerk/Treasurer

Department: Finance

☐

Discussion

☒

Action Required

☒

New Business

☐

Old Business

☐

Resolution

☐

Ordinance

☐

Public Hearing

☐

1st Review

☐

2nd Review

☐

3rd Review

☐

Committee

☐

Table

Subject: Approve contracts with Civic Plus for Mayor to sign

Comments:

Civic Plus mandatory revised website upgrade
Civic Plus Recreation module
Civic Plus Migration

Staff Recommendation:

Recommended approval.

Disposition:


CivicPlus

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

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-123717-1
6/4/2026 11:15 AM
6/26/2026

Client:
City of Tenino, WA

Bill To:
TENINO CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Rewen Reyes		rewen.reyes@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Meeting Migration	All Publicly Available Word / PDF Formatted Meetings and Agendas Migrated
1.00	Municipal Websites Central: Content Migration	Includes Full Setup and Configuration of Website Design Selected From 1 of 10 Layout Options
1.00	Municipal Websites Central: Group Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes
1.00	Municipal Websites Central: Migration Standard Implementation	All Publicly Available Non-time Sensitive Published Content Migrated While Maintaining Formatting. Spelling & Links Check Completed.

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Guardian Security (Cloudflare WAF/CDN)	Guardian Security (Cloudflare WAF/CDN)
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee

QTY	PRODUCT NAME	DESCRIPTION
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: https://cityoftenino.us/
1.00	Municipal Websites Central: Starter Premium Annual Fee Renewal	Municipal Websites Central: Premium Annual Fee Renewal
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: https://cityoftenino.us/

Total Investment - Initial Term	USD 4,300.00
Annual Recurring Services (Subject to Uplift)	USD 4,300.00

Initial Term	1/24/2027 - 1/23/2028, Renewal Term 1/24 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-123717-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)


CivicPlus

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

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-123953-1
6/3/2026 4:40 PM
6/26/2026

Client:
City of Tenino, WA

Bill To:
TENINO CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Rewen Reyes		rewen.reyes@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Conversion Pro Premium Package	Conversion Pro Premium Package
1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee

Total Investment - Initial Term	USD 4,240.00
Annual Recurring Services (Subject to Uplift)	USD 4,240.00

Initial Term	12/1/2026 - 11/30/2027, Renewal Term 12/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

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Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

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Acceptance of Quote # Q-123953-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)


CivicPlus

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

Quote #:
CivicPlus Pricing
Approval Date:
Expires On:

Statement of Work
Q-124827-1
6/10/2026 4:34 PM
6/26/2026

Client:
City of Tenino, WA

Bill To:
TENINO CITY, WASHINGTON

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Matthew Basich		matthew.basich@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Recreation Management Year 1 Annual Fee Discount	Year 1 Annual Fee Discount
1.00	Process Automation Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Recreation Management Standard	Standard package -Project Coordination -Branded Public Portal - Help Center Access
2.00	Recreation Management Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours
1.00	Recreation Management Virtual Consulting (Half Day Block)	Consulting (Virtual) - half day, up to 4 hours
1.00	CivicPlus Payments	CivicPlus Payments to be applied to product
1.00	Advanced Fillable Forms Implementation	Implementation of Advanced Fillable Forms

QTY	PRODUCT NAME	DESCRIPTION
1.00	Recreation Management Virtual Training (2 Hour Block)	Training (Virtual) - up to 2 hours

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Recreation Management Annual Fee	Recreation Management Annual Fee
1.00	CivicPlus Payments - Merchant Fees (MFTCPA)	Per Tran .30 ACH 1% ACH Max \$5 ACH Reject \$15 CC 3% AMEX 3.5% Dispute \$15
1.00	Advanced Fillable Forms powered by PADS	Advanced Fillable Forms powered by PADS provides dynamic digital forms with configurable approval workflows, designed to integrate with Recreation Management

List Price - Initial Term Total	USD 8,044.51
Total Investment - Initial Term	USD 6,891.36
Annual Recurring Services (Subject to Uplift)	USD 5,143.03

Initial Term	6/10/2026 - 12/31/2026, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-124827-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client SignatureCivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

File Attachments for Item:

7. Digital Sign for Agricultural Park design review.

Recommended Action: Motion to approve the Digital Sign for Agricultural Park design review.



CITY OF TENINO

P O Box 4019 / 149 Hodgden Street South
 Tenino, WA 98589
 (360) 264-2368 FAX (360) 264-5772

24 HOUR NOTICE REQUIRED FOR ALL
 INSPECTIONS: CALL (360) 688-0169

APPLICANT

Site Address	16404 Old Hwy 99, SE Tenino WA 98589	Parcel #	Valuation
Contact Person	Josh Taylor	Mailing Address	14307 Barbo Dr SW Tenino WA 98589
Owner	Perry Shea	Mailing Address	14307 Barbo Dr SW Tenino WA 98589
Engineer/Architect	Isaiah Harris/ SULLAWAY	Mailing Address	12396 World Trade Dr, St 312, San Diego, CA 92128
Contractor	JPAS Landholdings LLC	Mailing Address	14307 Barbo Dr SW Tenino WA 98589
Contractor Lic #	JPASLLH7820W	Contractor UBI #	604-758-948
Type of Permit	☐ Permanent freestanding sign	Class of Work	☐ Sign

DESCRIBE WORK 4' x 8' single-pole LED sign mounted approximately 12ft above grade, enhancing visibility and public awareness of company services and development projects.

Type of Construction		Date		BUILDING	
Occupancy Group		Zoning		Building Permit Fee	

I hereby certify that I have read and examined this application and know that same to be true and correct. All provisions of law or ordinances governing this type of work will be compiled with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regarding construction or the performance of construction.

06/08/2026

Josh Taylor

Date

Applicant Signature

NOTICE TO APPLICANT

This permit becomes null and void if the work or construction authorized is not commenced within 180 days or if work construction is suspended or abandoned for 180 days at any time after work is commenced.

All work shall be done in accord with the approved plans except where such approval is in conflict with other codes. The approved plans shall not be changed or modified without the prior approval of the Building Official.

It is the responsibility of the permittee to obtain the required inspections. Failure to notify this department that the work is ready for inspection may necessitate the removal of some of the construction material at the owners expense in order to perform such inspection.

Plan Review Fee	
City Fee	\$225.00
Sign Permit Fee	
State Bldg Code	
Tech Fee 2.5%	
Total	

PLUMBING

NO.	ITEM	FEE
	Permit Fee	
	Water Closet-Urinal	
	Sink-Fountain	
	Tub-Shower	
	Clotheswasher-Dishwasher	
	Lawn/Fire Sprinkler	
	Pool-Hot Tub	
	Plan Review Fee (65%)	
	Total	

MECHANICAL

NO.	ITEM	FEE
	Permit Fee	
	Forced Air Heat BTU	
	Floor-Wall Heater	
	Boiler or Heat Pump	
	Air conditioner-Unit Cooler	
	Ventilation Sys-Exhaust Hood	
	Wood Stove	
	Gas Piping	
	Water Heater-Floor Drain	
	Plan Review Fee (65%)	
	Total	

For City Use

PERMIT IS APPROVED FOR WORK DESCRIBED ABOVE IN ACCORD WITH THE APPROVED PLANS AND SPECIFICATIONS. ☐ See Attached Conditions

PUBLIC WORKS ☐ Approved ☐ See Attached Conditions

PLANNING REVIEW ☐ Approved ☐ See Attached Conditions

WATER AVAILABILITY ☐ Approved - with Certificate

Date

Building Official

FOR INTERNAL USE ONLY

RECEIPTS

Date	Amount	Receipt No.

Verified: ☐ Business Lic ☐ Copy L&I Contractor Lic#

DATE FINALED: _____

Total Fees Due



12396 WORLD TRADE DRIVE, SUITE 312
 SAN DIEGO, CA 92128
 PROJECTMANAGER@SULLAWAYENG.COM
 PHONE: 1-858-312-5150 FAX: 1-858-777-3534

PROJECT: DRAGON WHEEL, 16404 OLD HWY. 99, SE. TENINO, WA
 PROJECT #: 57018
 CLIENT: LED SIGN CITY

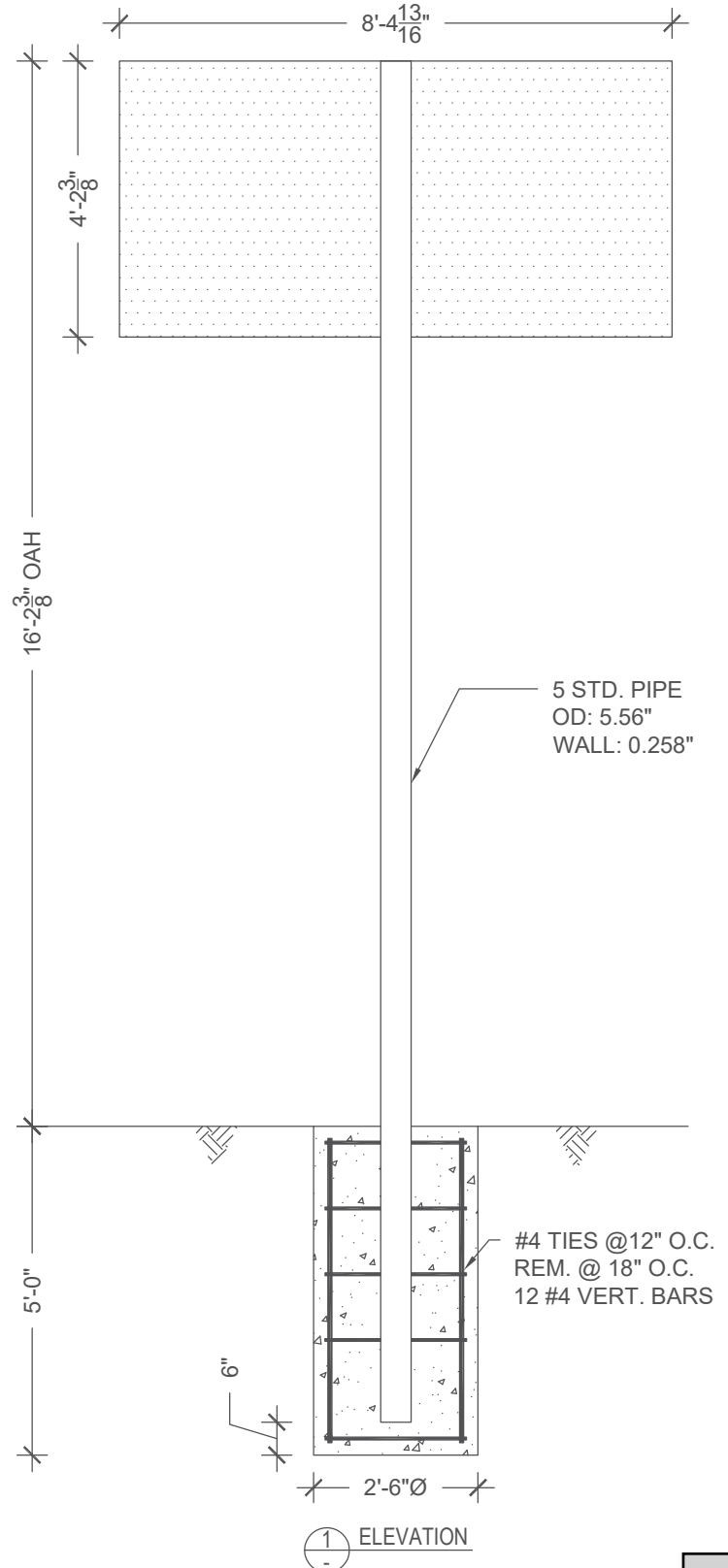
DATE: 05/27/2026
 ENGINEER: IH
 LAST REVISED:



05-28-2026

GENERAL NOTES

1. DESIGN CODE: IBC 2021, WASHINGTON SBCC 2021
2. DESIGN LOADS: ASCE 7-16
3. WIND VELOCITY 100 MPH EXPOSURE C
4. CONCRETE 2500 PSI MINIMUM
5. PIPE STEEL ASTM A53 GR. B, $F_y = 35$ KSI MIN.
6. STEEL REINFORCEMENT IN CONCRETE ASTM A615 GR 60
7. PROVIDE MIN. 3" CLEAR COVER ON ALL STEEL EMBEDDED IN CONCRETE WHEN CAST AGAINST SOIL
8. LATERAL SOIL BEARING PER IBC CLASS 4 (150 PSF/FT)
9. PROVIDE PROTECTION AGAINST DISSIMILAR METALS
10. ALL DIMENSIONS TO BE VERIFIED PRIOR TO FABRICATION





PROJECT: DRAGON WHEEL

DATE: 05/27/2026

PROJ. NO.: 57018

ENGINEER: IH

CLIENT: LED SIGN CITY

V5.8

units; pounds, feet unless noted otherwise

Applied Wind Loads; from ASCE 7-16 (LRFD):

$$F = q_z * G * C_f * A_f \quad \text{with } q_z = 0.00256 K_z K_{zt} K_d V^2 \quad (29.3.2 \text{ \& } 29.4)$$

$$C_f = 1.800 \quad (\text{Fig. 29.3-1}) \quad 1.00 \quad 0 \quad \text{max. height} = 16.20$$

$$K_{zt} = 1.0 \quad (26.8.2) (=1.0 \text{ unless unusual landscape})$$

$$K_z = \text{from table 28.3-1} \quad \text{Exposure} = c$$

$$K_d = 0.85 \quad \text{for signs (table 26.6-1)}$$

$$V = 100 \quad \text{mph}$$

$$G = 0.85 \quad (26.9) \quad \text{weight} = 0.71 \quad \text{kips}$$

$$s/h = 0.26 \quad M_{DL} = 0.00 \quad \text{k-ft}$$

$$B/s = 2.00$$

Pole Loads	structure component	height at section c.g.	K_z	q_z	pressure $q_z * G * C_f$	A_f	shear	Wind Moment M_w
	1	6.00	0.850	18.5	28.30	5.56	157	944
	2	13.50	0.850	18.5	28.30	25.20	713	9628
	3	15.60	0.856	18.6	28.50	10.06	287	4474
sums:						40.83	1157	15.05 (M_w) k-ft arm = 13.0
			$P_u = 0.85$ kip					
			$M_u = \sqrt{(1.2M_{DL}^2 + 1.0M_w^2)} = 15.05$ k-ft	$M = 15.05$ k-ft	$M = \sqrt{(M_{DL}^2 + M_w^2)}$			

Pole Design section; pipe

$M_u \leq \phi M_n$ with $M_n = f_y Z$		$f_y = 35$ ksi	$\phi = 0.9$					
H	M_u (k-ft)	Z req'd. (in)	Size(in)	t (in)	Z	USE		
at grade	15.05	5.73	5	0.258	6.8	5 Std. Pipe, $\phi M_n = 17.9$ k-ft		

Footing Design footprint: round

$$\omega = 1.33 \quad \text{IBC 1605.3.2} \quad \text{IBC Table 1806.2, sections 1806.3.4, 1807.3.2} \quad S = (1.33 \times 2 \times 150 \text{ psf/ft})$$

$$P = 0.93 \quad \text{kip} \quad S1 = S \times d / 3 \quad A = 2.34 \times P / (S1 \times b) \quad S = 400$$

$$S1 = 666 \quad d = 0.5 \times A (1 + (1 + 4.36 \times h/A)^{.5}) \quad \text{IBC 1807.3.2.1}$$

$$A = 1.30$$

footing: 2' - 6" dia.

5' - 0" deep



PROJECT: DRAGON WHEEL
 PROJ. NO.: 57018
 CLIENT: LED SIGN CITY

DATE: 05/27/2026
 ENGINEER: IH

units; pounds, feet unless noted otherwise

Check Pipe5SCH40 for torsion and combined forces (LRFD): (AISC 14 H3)

Wind Load = WL = 1.157 k (See Page #2)

arm = 20.16 in (0.2*(8'-4 13/16"))

Tr = 23.328 k-in (WL*arm)

Tr = 1.944 k-ft

Fcr = 119.32 ksi (eq'n. H3-2a)

or

Fcr = 157.02 ksi (eq'n. H3-2b)

but not greater than:

0.6 Fy = 21 ksi

Fy = 35 ksi

D = 5.56 in

t = 0.241 in

E = 29000 ksi

L = 194.375 in

C = 10.71 in³

φ = 0.9

φTn = φ Fcr C = 202 k-in **OK**

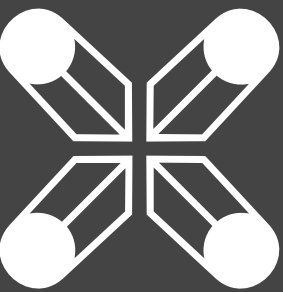
Mu/φMn + (Tr/Tc)² = 0.85 < 1 **OK** (eq'n. H3-6)

(See Page#2 for Mu)

(See AISC Manual for φMn)

DRAAGON WHEEL

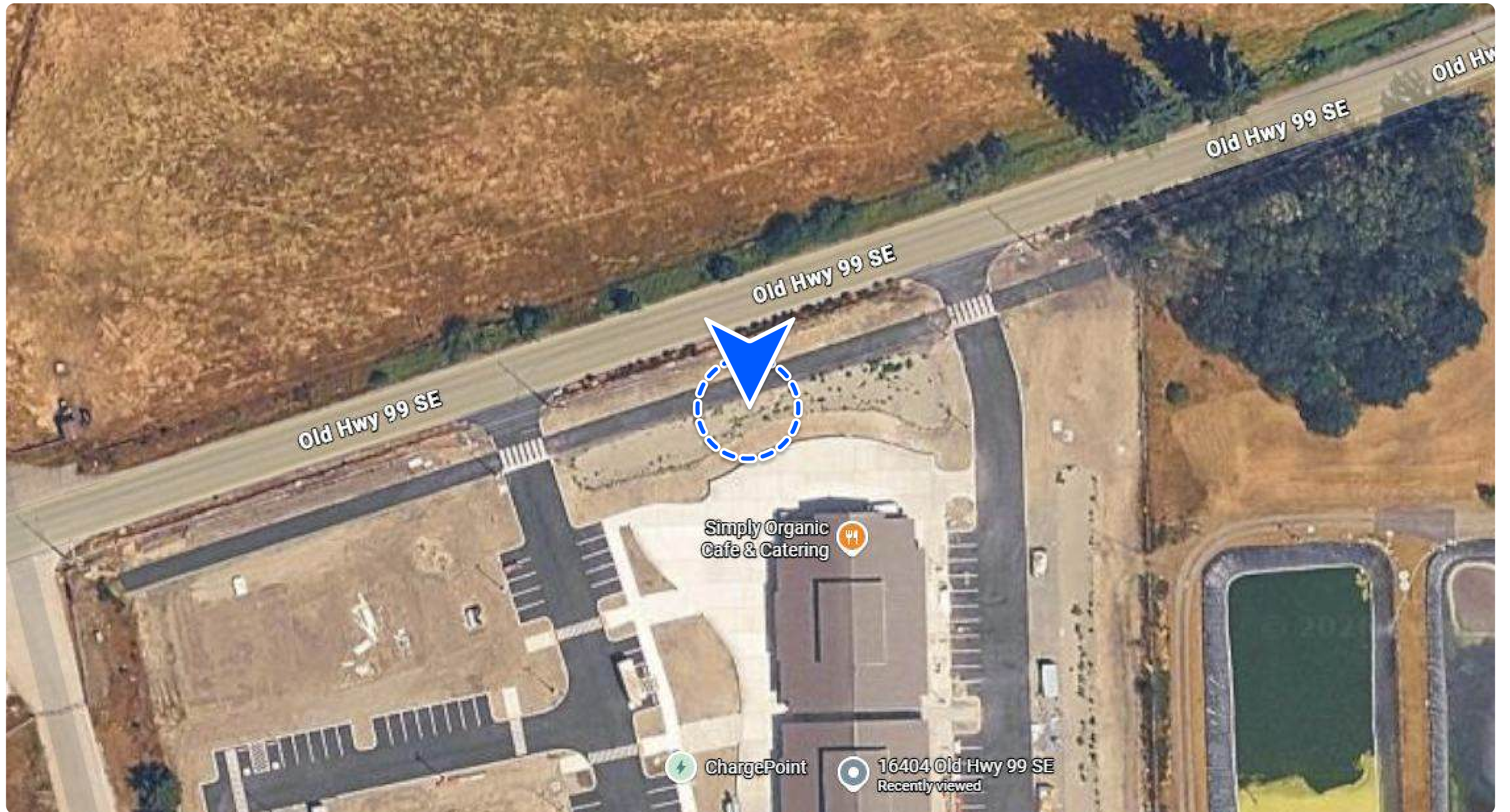
- INSTALLATION PLAN



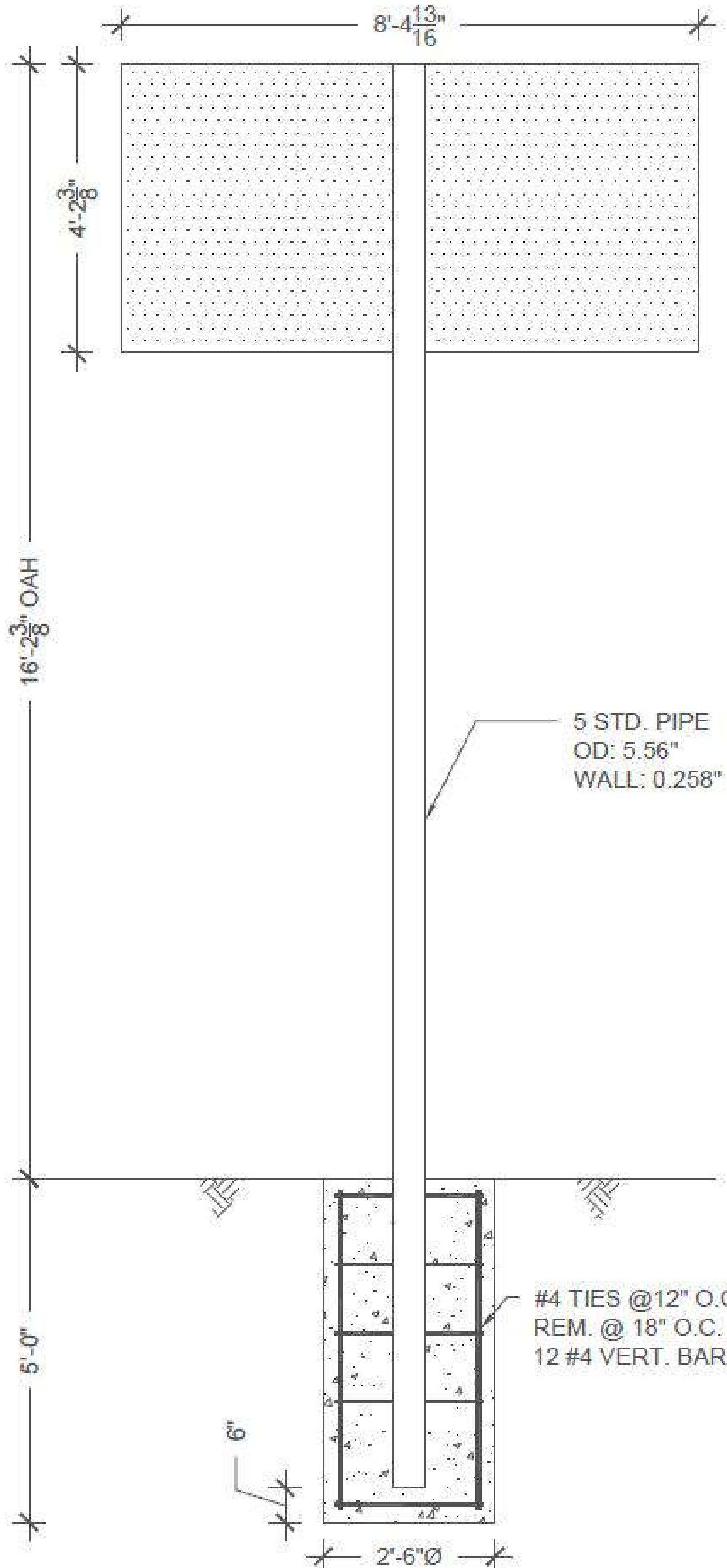
ledsigncity.com
866-343-4011

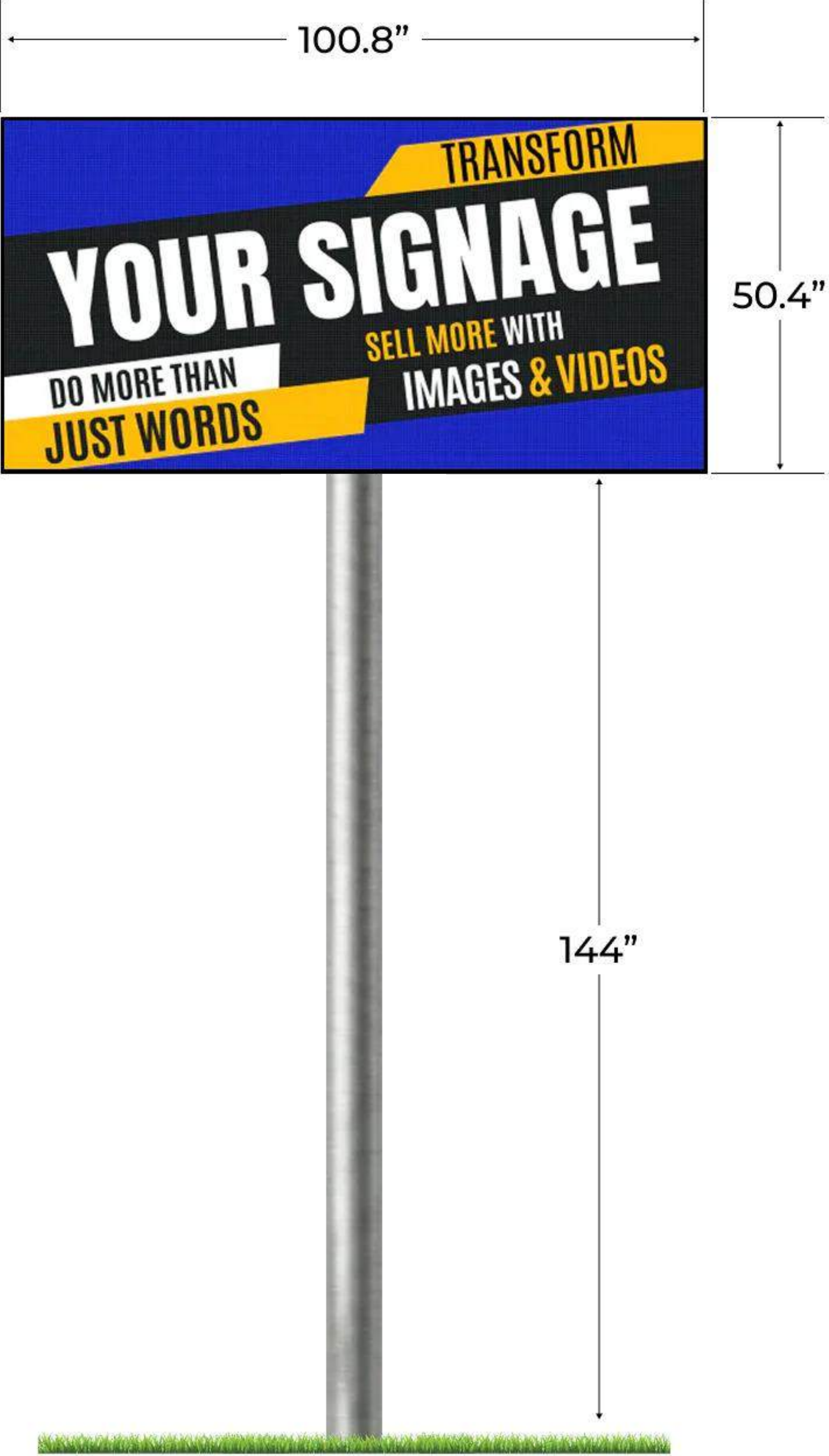
+1 866-343-4011
INFO@LEDSIGNCITY.COM
3422 OLD CAPITOL TRL #568, WILMINGTON,
DE 19808, UNITED STATES

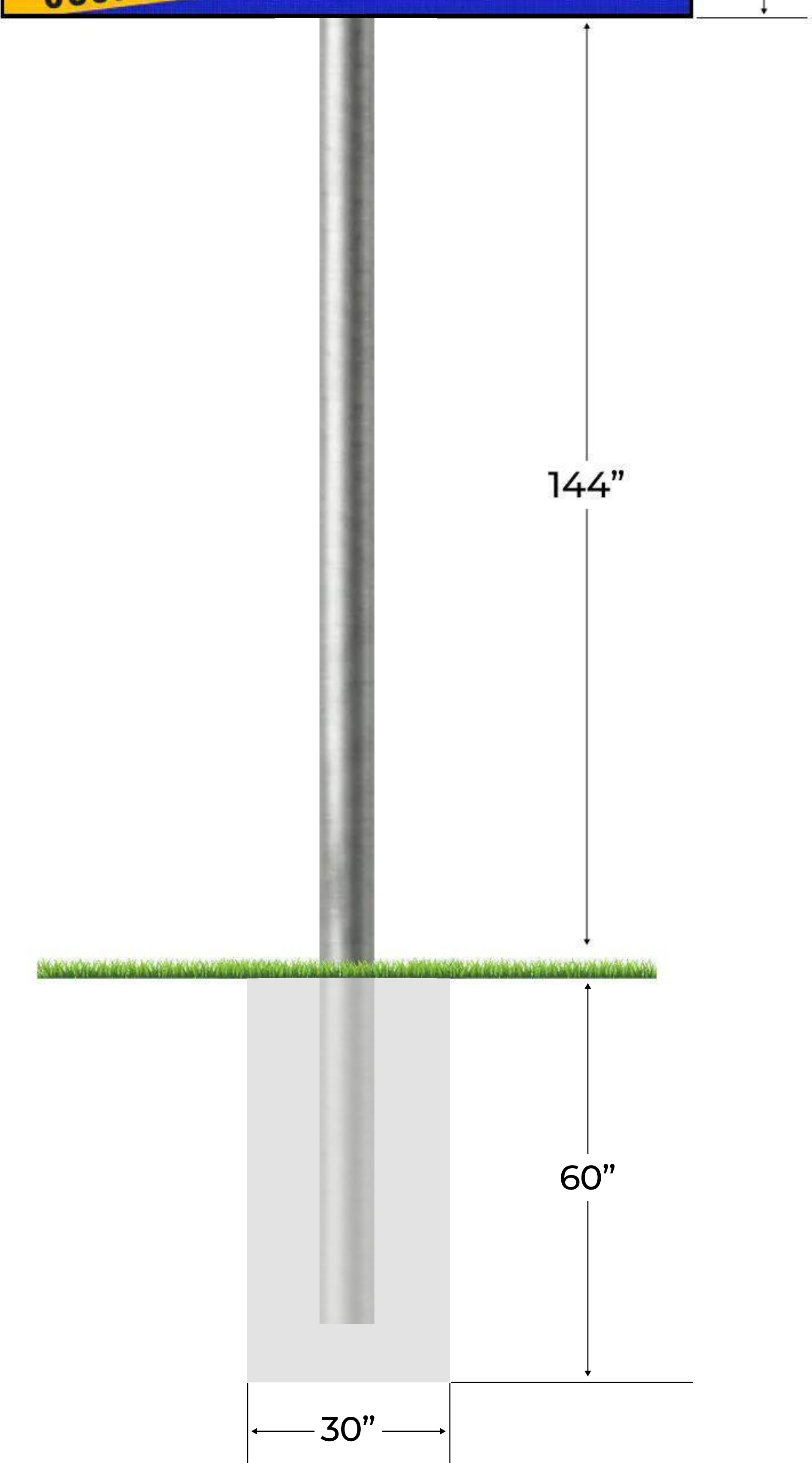
Site Plan WorkScope



Proposed Sign



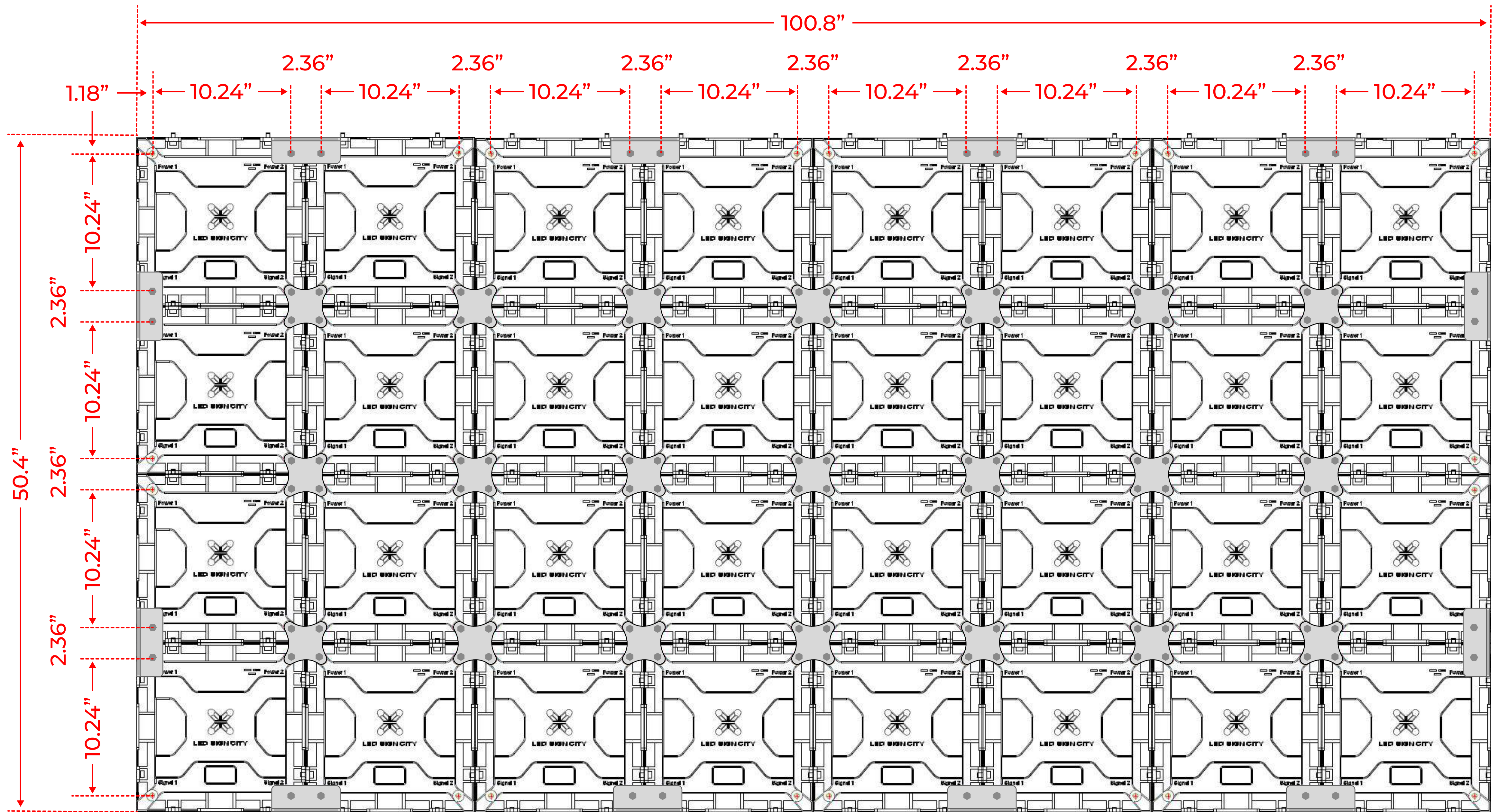




Rendered View



Mounting Point



VANTAGE View



Exploded View

