

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, February 08, 2022 at 7:00 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

1. Agenda for the Regular Meeting of the 2/8/22.

Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- [2.](#) Meeting Minutes for 1/25/2022

Recommended Action: Motion to approve 1/25/2022 meeting minutes as presented.

CONSENT CALENDAR

- [3.](#) Consent Calendar consisting of January 26, 2022 through February 8, 2022:

Payroll EFT's in the amount of \$47,269.26

Claims Checks #30378 through #30410 and EFT's in the amount of \$87,530.09

for a grand total of \$134,799.35

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

4. Amendment Quarry Pool Renovation project.

Recommended Action: Approve amended quarry pool change order.

RESOLUTIONS

5. Resolution 2022-02 A Resolution of the City Council Amending Resolution 2019-01, City of Tenino Official Handbook

Recommended Action: Review and motion to approve Resolution 2022/02

ORDINANCES

REPORTS

6.
 - 1) Chamber of Commerce
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) Fire District #12
 - 5) Library
 - 6) Museum
 - 7) Tenino Community Service Center
7.
 - 1) ARCH Commission
 - 2) Civil Service Commission
 - 3) Façade Improvement Grant Review Committee
 - 4) Finance Committee
 - 5) Planning Commission
 - 6) Public Safety Committee
8.
 - 1) Chief of Police
 - 2) Director of Public Works
 - 3) City Planner/Building Official
 - 4) City Attorney
 - 5) Clerk/Treasurer
 - 6) Mayor
9.
 - 1) Bucoda/Tenino Healthy Action Team (BTHAT)
 - 2) Community Investment Partnership (CIP)

- 3) Solid Waste Advisory Board**
- 4) South Thurston Economic Development Initiative (STEDI)**
- 5) TCOMM/911**
- 6) Tenino School Board**
- 7) Thurston Regional Planning Council (TRPC)**
- 8) Transportation Policy Board**

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

2.

File Attachments for Item:

2. Meeting Minutes for 1/25/2022

Recommended Action: Motion to approve 1/25/2022 meeting minutes as presented.

**City Council Meeting
Tuesday, January 25, 2022**

Minutes

WORK SESSION

Mayor Pro Tem Gotovac convened the work session at 7:00 pm with

PRESENT

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

Mayor Fournier is absent.

Tenino Schools Superintendent Endicott presented regarding the school levy on the special ballot.

CALL TO ORDER

Mayor Pro Tem Gotovac convened the regular meeting at 7:30 pm with

PRESENT

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

Mayor Fournier is absent.

AGENDA APPROVAL

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

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

Motion passes 4/0.

1. Agenda for the Regular Meeting of the 1/25/22.

Recommended Action: Motion to approve the agenda as presented.

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

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

Motion passes 4/0.

APPROVAL OF MINUTES

- 2. Meeting Minutes for 1/11/2022

Recommended Action: Motion to approve 1/11/2022 meeting minutes as presented.

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

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

Motion passes 4/0.

CONSENT CALENDAR

- 3. Consent Calendar consisting of January 12, 2022 through January 25, 2022:

Payroll EFT's in the amount of \$31,436.64

Claims Checks #30343 through #30377 and EFT's in the amount of \$47,949.58

for a grand total of \$79,386.22

Liquor Cannabis License: Don Juans Mexican Kitchen, VFW Post 5878

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

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

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

Motion passes 4/0.

EXECUTIVE SESSION

None

PRESENTATIONS

- 4. Presentation from Tenino School Superintendent Clint Endicott regarding Levy

Recommended Action: None

This was held during the work session at 7:00 pm.

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

None

OLD BUSINESS

5. Review Committee/Commission appointments for City Council Members

Recommended Action: Review and Discuss Committee/Commission Appointments.

NEW BUSINESS

6. Amendment No. 1

This Amendment No. 1 modifies Authorization 2017-002 for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and the City of Tenino, Washington (Client) executed on May 9, 2017, for a project known as the Water System Plan Update. The following modifications are made to the Agreement. All other terms and conditions of the Agreement remain unchanged.

Recommended Action: Review and motion to approve Amendment No.1 on Water System plan (WSP) update.

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

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

Motion passes 4/0.

7. Amendment No. 2 Quarry House Reno

This Amendment No. 2 modifies Authorization 2019-003 for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and the City of Tenino, Washington (Client) executed on September 10, 2019, and amended with Amendment No. 1 executed on March 12, 2020, for a project known as the Quarry House Renovation Project. The following modifications are made to the Agreement. All other terms and conditions of the Agreement remain unchanged.

Recommended Action: Review and motion to approve Amendment No.2 on Quarry House Reno.

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

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

Motion passes 4/0.

8. Amendment No.3 quarry pool project

This Amendment No. 3 modifies Authorization 2019-004 for Engineering Services (Agreement) between Gibbs & Olson, Inc. (Engineer) and the City of Tenino, Washington (Client) executed on October 22, 2019, and previously amended with Amendment No. 1 executed on May 20, 2020,

and with Amendment No. 2 executed on July 27, 2021, for a project known as the Quarry Pool Renovation Project.

Recommended Action: Review and motion to approve Amendment No.3 on quarry pool project.

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

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

Motion passes 4/0.

RESOLUTIONS

- 9. Resolution 2022-01 Surplus 1998 Chevrolet S10 pickup.

Reccommended Action:Review and motion to approve Resolution 2022-01

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

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

Motion passes 4/0.

ORDINANCES

None

REPORTS

10. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District #12

5) Library

6) Museum

7) Tenino Community Service Center

1) Chamber of Commerce: George Sharp reported they had a good meeting with Clint Endicott presenting on the Levy. Oregon Trail Days will be held 7/22-7/24 this year with an Arts Walk as well.

7) Tenino Community Service Center: Jody reported they are holding COVID tests at the Quarry House on 1/27/2022 10:00 - 2:00 pm.

11. 1) ARCH Commission

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

None

12. 1) Chief of Police

- 2) Director of Public Works
- 3) City Planner/Building Official
- 4) City Attorney
- 5) Clerk/Treasurer
- 6) Mayor

3) City Planner/Building Official: Rene Durand reported he has been working with the owner cleaning up the burned up trailer on 7th Street as well as the property on Wherrett/Old Military Rd.

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

- 2) Community Investment Partnership (CIP)
- 3) Solid Waste Advisory Board
- 4) South Thurston Economic Development Initiative (STEDI)
- 5) TCOMM/911
- 6) Tenino School Board
- 7) Thurston Regional Planning Council (TRPC)
- 8) Transportation Policy Board

4) South Thurston Economic Development Initiative (STEDI): George Sharp reported they met on Friday via zoom. The next meeting will also be on zoom. They are talking of doing some research regarding the Ag Park and it stands now. City of Rainier is getting a new Dollar General Store built.

7) Thurston Regional Planning Council (TRPC): John O'Callahan reported they will have elections for the new board members this month. They discussed the new budget numbers and whether or not they need to be adjusted.

8) Transportation Policy Board: Report emailed to all council members.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

None

ADJOURNMENT

Adjourned at 7:45 pm.

File Attachments for Item:

3. Consent Calendar consisting of January 26, 2022 through February 8, 2022:

Payroll EFT's in the amount of \$47,269.26

Claims Checks #30378 through #30410 and EFT's in the amount of \$87,530.09 for a grand total of \$134,799.35

Liquor Cannabis License: None

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

Consent Calendar consisting of January 26, 2022 through February 8, 2022:

- Payroll EFT's in the amount of \$47,269.26**
- Claims Checks #30378 through #30410 and EFT's in the amount of \$87,530.09**

for a grand total of \$134,799.35

**Liquor and Cannabis License Applications/
Renewals: None**

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
395	02/08/2022	Claims	5	30409	Water & Wastewater Svcs, Inc	9,094.70	
396	02/08/2022	Claims	5	30410	Wilson Parts Corporation	434.66	
		001 General Government Fund #001				65,296.15	
		002 Quarry Pool Fund #002				330.28	
		101 City Street Fund #101				4,778.24	
		310 Municipal Capital Imp Fund 310				899.04	
		401 Water Fund				6,270.16	
		402 Water Capital Imp Fund				3,322.82	
		410 Sewer Fund				26,882.13	
		421 Sewer Capital Improvement Fund				27,020.53	
						<u>134,799.35</u>	Claims: 87,530.09 Payroll: 47,269.26

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

DATED this _____ day of _____ 2022.

 Clerk/Treasurer

 Mayor

 Councilmember

 Councilmember

 Councilmember

 Councilmember

 Councilmember

City Of Tenino

Time: 15:21:24

Date: 02/08/2022

01/26/2022 To: 02/08/2022

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
319	02/05/2022	Payroll	5	EFT	Robert A Auderer	4,714.56	
320	02/05/2022	Payroll	5	EFT	Rachel L Davidson	114.89	
321	02/05/2022	Payroll	5	EFT	Wayne R Fournier	1,095.96	
322	02/05/2022	Payroll	5	EFT	Linda Gotovac	114.89	
323	02/05/2022	Payroll	5	EFT	Effie E Klamm	68.93	
324	02/05/2022	Payroll	5	EFT	Jason A Lawton	114.89	
325	02/05/2022	Payroll	5	EFT	John J O'Callahan	229.77	
326	02/05/2022	Payroll	5	EFT	Veronica A Barnes	1,643.75	
327	02/05/2022	Payroll	5	EFT	Miles Cannon	1,860.80	
328	02/05/2022	Payroll	5	EFT	Troy LK Cannon	2,665.62	
329	02/05/2022	Payroll	5	EFT	Kayleen Canup	1,916.71	
330	02/05/2022	Payroll	5	EFT	Rene Durand	1,758.21	
331	02/05/2022	Payroll	5	EFT	Samantha L Garcia	2,157.62	
332	02/05/2022	Payroll	5	EFT	Brent L Gibbs	2,443.03	
333	02/05/2022	Payroll	5	EFT	Drew Johnson	1,832.56	
334	02/05/2022	Payroll	5	EFT	Aaron Lee	1,809.78	
335	02/05/2022	Payroll	5	EFT	Jason M Plaja	2,502.86	
336	02/05/2022	Payroll	5	EFT	Maria Rodriguez	1,671.24	
337	02/05/2022	Payroll	5	EFT	Jennifer N Scharber	1,219.23	
398	02/08/2022	Payroll	5	EFT	Timberland Bank	443.21	941 Deposit for Pay Cycle(s) 01/21/2022 - 01/21/2022
399	02/08/2022	Payroll	5	EFT	Timberland Bank	16,890.75	941 Deposit for Pay Cycle(s) 02/05/2022 - 02/05/2022; 941 Deposit for Pay Cycle(s) 01/20/2022 - 01/20/2022
364	02/08/2022	Claims	5	30378	911 Supply - Keizer	690.28	
365	02/08/2022	Claims	5	30379	Robert A Auderer	88.71	
366	02/08/2022	Claims	5	30380	Centralia OK Tire	60.12	
367	02/08/2022	Claims	5	30381	Dragon Analytical Laboratory	2,056.00	
368	02/08/2022	Claims	5	30382	Edwards Exteriors	2,105.00	
369	02/08/2022	Claims	5	30383	H D Fowler Co	27,020.53	
370	02/08/2022	Claims	5	30384	Hach Company	415.95	
371	02/08/2022	Claims	5	30385	Joes Refuse	864.34	
372	02/08/2022	Claims	5	30386	Jones Septic	648.00	
373	02/08/2022	Claims	5	30387	LB#1086 Lakeside Industries	452.75	
374	02/08/2022	Claims	5	30388	Law Office of Richard L. Hughes PLLC	4,672.50	
375	02/08/2022	Claims	5	30389	Mountain Mist Water	98.15	
376	02/08/2022	Claims	5	30390	NCL of Wisconsin, Inc.	261.10	
377	02/08/2022	Claims	5	30391	Olympia Copy & Printing	224.51	
378	02/08/2022	Claims	5	30392	Pitney Bowes Global Financial Svcs	518.16	
379	02/08/2022	Claims	5	30393	Puget Sound Energy	6,076.21	
380	02/08/2022	Claims	5	30394	Quill	170.49	
381	02/08/2022	Claims	5	30395	Right Systems Inc	4,993.61	
382	02/08/2022	Claims	5	30396	SCJ Alliance	13,321.25	
383	02/08/2022	Claims	5	30397	Tanglewilde Lumber Inc	899.04	
384	02/08/2022	Claims	5	30398	Tenino Marketfresh	73.33	
385	02/08/2022	Claims	5	30399	Tenino Telephone Co	1,712.72	
386	02/08/2022	Claims	5	30400	City Of Tenino	1,549.55	
387	02/08/2022	Claims	5	30401	Thurston Co Auditor	2,228.11	
388	02/08/2022	Claims	5	30402	Thurston Co Treasurer	13.28	
389	02/08/2022	Claims	5	30403	USA BlueBook	1,217.82	
390	02/08/2022	Claims	5	30404	Utilities Underground Location	13.86	
391	02/08/2022	Claims	5	30405	Voyager Fleet System	2,064.48	
392	02/08/2022	Claims	5	30406	WA State Dept Of Ecology	1,282.23	
393	02/08/2022	Claims	5	30407	WA State Dept of Health	1,372.40	
394	02/08/2022	Claims	5	30408	WA State Treasurer	836.25	

File Attachments for Item:

4. Amendment Quarry Pool Renovation project.

Recommended Action: Approve amended quarry pool change order.



Orca Pacific
 280 44th Street NW
 Auburn, WA 98001
 (253) 867-0303

Quote

Quote Number: 000302



CUSTOMER

Tenino Quarry Pool

BILL TO ADDRESS

149 Hodgden Street South
 Tenino, WA 98589 USA

SHIP TO ADDRESS

149 Hodgden Street South
 Tenino, WA 98589 USA

Customer PO #	Payment Terms	Shipping Terms	Shipment	Sales Rep	FOB Point
				Ben Egeland	

Line	Part Name	Ordered	Unit Price	Total Price
1	Construction	1 hr	\$165,000.00	\$165,000.00

- Memo:
 PHASE II WADING POOL CONSTRUCTION
- Form the wader to the plans specifications.
 - Install and compact gravel to the specified elevation.
 - Install rebar per the engineered plans.
 - Install plumbing per the engineered plans.
 - Furnish and install the water features per the engineered plans.
 - Furnish and install the finishes to the wader per the engineered plans.
 - Zero Entry Wader to connect into the Phase I Wader.
 - 42' x 49'5"
 - Backfill and compact gravel around the wader.
 - Install a broom finish concrete deck.

Subtotal:	\$165,000.00
Tax:	\$13,200.00
Total:	\$178,200.00

CHANGE ORDER

(Instructions on reverse side)

No. 1

PROJECT: Quarry Wading Pool Renovation Project

DATE OF ISSUANCE: 2-9-22 EFFECTIVE DATE: 2-10-22

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Orca Pacific, Inc

ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: **Increase contract amount to include Phase II including WaterPlay water features.**

Reason for Change Order: Additional funding to include Phase II.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change): Phase II drawings and Orca quote dated 12-22-21.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$253,800.00 incl. sales tax</u>	Substantial Completion: <u>140 working days</u> Ready for final payment: <u>170 working days</u> <small>days or dates</small>
Net changes from previous Change Order No. <u> </u> to No. <u> </u>	Net changes from previous Change Order No. <u> </u> to No. <u> </u>
<u>\$ N/A</u>	<u>N/A</u> <small>days</small>
Contract Price prior to this Change Order	Contract Times prior to this Change Order
<u>\$253,800.00 incl. sales tax</u>	Substantial Completion: <u>140 working days</u> Ready for final payment: <u>170 working days</u> <small>days or dates</small>
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
<u>\$178,200.00 incl. sales tax</u>	<u>0</u> <small>days</small>
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
<u>\$432,000.00 incl. sales tax</u>	Substantial Completion: <u>140 working days</u> Ready for final payment: <u>170 working days</u> <small>days or dates</small>

RECOMMENDED:
By: _____
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: _____
Contractor (Authorized Signature)

Date: _____

Date: _____

Date: _____

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

File Attachments for Item:

5. Resolution 2022-02 A Resolution of the City Council Amending Resolution 2019-01, City of Tenino Official Handbook

Recommended Action: Review and motion to approve Resolution 2022/02

RESOLUTION 2022-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TENINO AMENDING RESOLUTION 2019-01, THE CITY OF TENINO “CITY OFFICIAL HANDBOOK”

WHEREAS, Resolution 2019-01, establishing the City of Tenino “City Official Handbook” was duly adopted by the City Council of the City of Tenino on May 28, 2019; and

WHEREAS, The City of Tenino “City Official Handbook” was last revised in May of 2019; and

WHEREAS, both federal and state law have made changes since May of 2019; and

WHEREAS, the City Council, are aware that the “City Official Handbook” will need to be revised as necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, do resolve to amend Resolution 2019-01 “City Official Handbook” as follows:

Section I. Chapter 7, Page 11, Section II., A.

In accordance with the federal and state holidays, June 19th, also known as “Juneteenth,” will be added to the list of holidays that are recognized by the City.

Section II. Chapter 7, Page 11, Section II., C. shall read as follows:

Non-exempt regular full-time employees will be paid an additional one-half times their regular rate of pay for any time worked on a holiday.

ADOPTED AND PASSED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting this 8th day of February 2022.

Wayne Fournier, Mayor

ATTEST:

APPROVED AS TO FORM:

Kayleen Canup, Clerk Treasurer

Richard L. Hughes, City Attorney