

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, September 14, 2021 at 7:00 PM**

## **Agenda**

### **WORK SESSION**

#### **CALL TO ORDER**

#### **AGENDA APPROVAL**

1. Agenda for the Regular Meeting of the 9/14/21.

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

#### **APPROVAL OF MINUTES**

2. Minutes of the regular City Council Meeting 8/24/2021

**Recommended Action:** Move to approve the minutes of the 8/24/2021 Regular Council Meeting as presented.

#### **CONSENT CALENDAR**

3. Consent Calendar consisting of August 25, 2021 through September 14, 2021:

Payroll EFT's in the amount of \$24,199.85

Checks are on backorder and expected to arrive 9/20/2021 and will be printed and sent for the attached accounts payables. Claims Checks #30090 through #301XX and EFT's in the amount of \$201,625.93

for a grand total of \$225,825.93

Liquor Cannabis License: Tenino Eagles Aerie 564, T90 Gas & Food.

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

#### **EXECUTIVE SESSION**

#### **PRESENTATIONS**

#### **PUBLIC COMMENTS**

#### **PUBLIC HEARING**

## PROCLAMATIONS

4. Proclamation National Voter Registration Day

**Recommended action:** Move to approve Proclamation.

## OLD BUSINESS

## NEW BUSINESS

5. Interim police chief John Hutching Tenino Police Chief Briefing. Review and discuss Police Chief Wage increase.

**Recommended Action:** Motion to approve police chief wage increase.

6. Banking Modification. Discuss removing former clerk treasurer Becca Anderson from bank accounts, and add new CT Kayleen Canup to all bank accounts.

**Recommended Action:** approve to remove Becca Anderson and add Kayleen Canup.

7. Discuss changes for park hours and camping dates. Police and public works would like to have posted park open times dusk til dawn. Camping they would like to change opening to Memorial day weekend close right after Labor Day weekend annually. This would need to change in our ordinance.

**Recommended Action:** Discuss and amend ordinance 16.08.080.

## RESOLUTIONS

## ORDINANCES

## REPORTS

8.
  - 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
9.
  - 1) ARCH Commission
  - 2) Civil Service Commission
  - 3) Façade Improvement Grant Review Committee
  - 4) Finance Committee

**5) Planning Commission**

**6) Public Safety Committee**

**10. 1) Chief of Police**

**2) Director of Public Works**

**3) City Planner/Building Official**

**4) City Attorney**

**5) Clerk/Treasurer**

**6) Mayor**

**11. 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**

**File Attachments for Item:**

2. Minutes of the regular City Council Meeting 8/24/2021

**Recommended Action:** Move to approve the minutes of the 8/24/2021 Regular Council Meeting as presented.

**City Council Meeting  
Tuesday, August 24, 2021**

**Minutes**

**WORK SESSION**

Convened at 7:00 pm.

**CALL TO ORDER**

Meeting called to order at 7:30 pm by Mayor Fournier and

**PRESENT**

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

**ABSENT**

Councilmember Cutter Copeland

**AGENDA APPROVAL**

1. Agenda for the Regular Meeting of the 8/24/21.

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

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

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

Motion carries 4/0.

**APPROVAL OF MINUTES**

2. Minutes of the regular City Council Meeting 8/10/2021

**Recommended Action:** Move to approve the minutes of the 8/10/2021 Regular Council  
Meeting as presented.

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

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

Motion carries 4/0.

**CONSENT CALENDAR**

**3. Consent Calendar consisting of August 11, 2021 through August 24, 2021:**

**Payroll EFT's in the amount of \$60,570.55**

**Claims Checks #30075 through #30089 and EFT's in the amount of \$36,011.40**

**for a grand total of \$96,581.99**

**Liquor Cannabis License: None**

**Correction on Resolution 2021-05 Sale is of a 1997 Ford F250, Public Works truck, not a 1996 Police Vehicle as Resolution that was approved stated.**

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

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

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

Motion carries 4/0.

**EXECUTIVE SESSION**

None

**PRESENTATIONS**

**4. Presentation from Impact BioEnergy**

Integrated Biodigester Resource Recover Project - YouTube

Continuation of the discussion on this from the Work Session. They are requesting a letter of support by the Mayor and City Council.

Councilmember O'Callahan requested to revisit the agenda to amend to add under New Business: Letter of Support to Integrated Biodigester Resource Recover Project.

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

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

Motion passes 4/0.

**PUBLIC COMMENTS**

None

**PUBLIC HEARING**

None

**PROCLAMATIONS**

None

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

Integrated Biodigester Resource Recover Project:

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac to sign a letter of support by the City.

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

Motion carries 4/0.

5. Council Member Cutter Copeland resignation

**Recommended Action:** Accept Councilmember Copelands resignation letter.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

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

This motion was reluctantly approved by Council and Mayor.

Motion passes 4/0.

6. Confirmation of new Clerk Treasurer Kayleen Canup

**Recommended Action:** Accept Kayleen Canup as new Clerk Treasurer.

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

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

Motion passes 4/0.

7. Right Systems update and proposal on City wide Security Hardening.

**Recommended Action:** Approve Right Systems proposal for Security Hardening.

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

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

Motion passes 4/0.

**RESOLUTIONS**

None

**ORDINANCES**

None

**REPORTS**

**8. 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 their last meeting was a zoom meeting. They are planning an Evening social if all goes well on 9/15/2021. There will be a board meeting on 10/20 at noon.

**2) Economic Development Council (EDC):** George Sharp reported they have 2 programs coming up.

**3) Experience Olympia & Beyond (VCB):**

**4) Fire District #12:** Councilmember O'Callahan reported they had a very heated discussion regarding mandating the vaccination upon employees. They will put their request for the bond on the November ballot.

**5) Library**

**6) Museum**

**7) Tenino Community Service Center:** Jody reported they helped the Health Dept with the vaccinations. The Thurston Co Health Dept has had to higher security due to people being against the vaccine.

**9. 1) ARCH Commission**

**2) Civil Service Commission**

**3) Façade Improvement Grant Review Committee**

**4) Finance Committee**

**5) Planning Commission**

## 6) Public Safety Committee

**1) ARCH Commission:** George Sharp is completing the finance report for the year June 2020 - July 2021.

## 10. 1) Chief of Police

**2) Director of Public Works**

**3) City Planner/Building Official**

**4) City Attorney**

**5) Clerk/Treasurer**

**6) Mayor**

**1) Chief of Police:** John reported he helped with security for the Health Dept. The Officer's have all used up their vacations so far this year. He has gotten a speed sign ready for the road by the Middle School.

**2) Director of Public Works:** Mayor Fournier reported they are very busy working on the parking lot. They will begin receiving septage from Geobal tomorrow.

**5) Clerk/Treasurer:**

**6) Mayor:** He held an interview for a new Clerk/Treasurer and hired her. He is working with the Interim Chief on the job announcement for a new Chief. The renovation should start soon in City Hall.

## 11. 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):** The September meeting will be held by zoom on the 3rd Friday.

**6) Tenino School Board:** Councilmember Davidson reported school will start for all students Sept 8th, 2021 normal times. They will be working on the honor system with kids and parents keeping the kids home if they are sick. They will be wearing masks during school hours. The

District Office is closed on Friday's.

**PUBLIC COMMENTS 2**

None

**ANNOUNCEMENTS**

Councilmember O'Callahan announced about the 9/11 BBQ.

**ADJOURNMENT**

Adjourned at 8:31 pm.

**File Attachments for Item:**

3. Consent Calendar consisting of August 25, 2021 through September 14, 2021: Payroll EFT's in the amount of \$24,199.85

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Washington State  
Liquor and Cannabis Board

, Olympia WA 98504-3098, (360) 664-1600

MAYOR OF TENINO/CITY OF TENINO  
PO BOX 4019  
TENINO, WA 98589



Washington State  
Liquor and Cannabis Board  
P.O. Box 43098

Olympia WA 98504-3098, (360) 664-1600  
www.liq.wa.gov Fax #: (360) 753-2710

RECEIVED  
SEP 14 2021  
CITY OF TENNO

September 06, 2021

Dear Local Authority:  
RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [wslcb@liq.wa.gov](mailto:wslcb@liq.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 09/06/2021

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20211231

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. FRATERNAL ORDER OF EAGLES TENINO AERIE NO. 564	FRATERNAL ORDER OF EAGLES TENINO AERIE 564 349 SUSSEX ST TENINO MA 98589 0000	357548	PRIVATE CLUB - SPIRITS/BEER/WINE
2. T90 GAS AND FOOD LLC	T90 GAS AND FOOD 319 WICHMAN ST S TENINO MA 98589 9332	362006	GROCERY STORE - BEER/WINE

RECEIVED  
SEP 14 2021  
CITY OF TENINO

4.

**File Attachments for Item:**

4. Proclamation National Voter Registration Day

**Recommended action:** Move to approve Proclamation.

## Proclamation National Voter Registration Day

WHEREAS, registering to vote empowers eligible citizens to exercise their right to vote on Election Day; and

WHEREAS, the City of Tenino is committed to strengthening democracy by encouraging voter registration and increasing participation in all elections; and

WHEREAS, civic-minded people and organizations have collaborated to establish September 28, 2021 as **NATIONAL VOTER REGISTRATION DAY**; and

WHEREAS, the goal for the 2021 National Voter Registration Day is to create awareness of elections and motivate eligible citizens to vote in coming months; and

WHEREAS, the strength of our democracy depends on the willingness of our citizens to participate by choosing the people who will lead us and by voicing their opinions on important matters that will come before the voters on Election Day.

NOW, THEREFORE, BE IT RESOLVED, that the Tenino City Council hereby recognizes September 28, 2021 as **NATIONAL VOTER REGISTRATION DAY** in Tenino and encourages all eligible city residents to register to vote.

SIGNED IN THE CITY OF TENINO, WASHINGTON, THIS 14TH DAY OF  
SEPTEMBER 2021

\_\_\_\_\_  
Wayne Fournier, Mayor

\_\_\_\_\_  
Jason Lawton, Council member

\_\_\_\_\_  
John O'Callahan, Council member

\_\_\_\_\_  
Linda Gotovac, Council member

\_\_\_\_\_  
Rachel Davidson, Council member

**File Attachments for Item:**

5. Interim police chief John Hutching Tenino Police Chief Briefing. Review and discuss Police Chief Wage increase.

**Recommended Action:** Motion to approve police chief wage increase.

## **JOB ANNOUNCEMENT**

### **POLICE CHIEF**

The City of Tenino, WA is accepting applications for Police Chief. The 2021 salary range is \$61,688.76 - \$76,869.31, per year. This position offers a comprehensive benefits package. Due to the size of the agency the Police Chief is a working patrol position subject to rotating shift work. As such, this position is subject to the same physical requirements as a patrol officer. The Chief works under the direction of the Mayor.

A completed City of Tenino application packet, resume and cover letter must be submitted to the City Clerk no later than 4PM September 15, 2021, to be considered. Documents may be delivered in-person to City Hall, located at 149 Hodgden St. South, Tenino, WA 98589 or by US mail to PO Box 4019, Tenino, WA 98589.

#### **Position Description**

##### **Class Title: Tenino Police Chief**

Department: Police

##### **GENERAL PURPOSE**

Performs a variety of complex administrative, supervisory and professional work in planning, coordination and directing the activities of the Police Department.

##### **SUPERVISION RECEIVED**

Works under the direction of the Mayor.

##### **SUPERVISION EXERCISED**

Supervises all Police Department staff directly and through subordinate supervisors.

##### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, coordinates, supervises, and evaluates Police Department operations.

Develops policies and procedures for the Department to implement directives from the Mayor.

Assures that personnel are assigned to shifts of working units which provide optimum effectiveness in terms of current situations and circumstances governing deployments.

Prepares an annual budget for the Department; directs the implementation of the Department's budget; plans for and reviews specifications for the new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations.

Trains and develops Department personnel.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Cooperates with County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.

Provides law enforcement, public service and ensures public safety.

#### **PERIPHERAL DUTIES**

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities as needed.

#### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a college or university with an associate degree or equivalent credits in police science, law enforcement, criminal justice, public administration or a closely related field, and
- B. Six years of experience in law enforcement or equivalent of any combination of education or experience
- C. Completion of the basic law enforcement training academy or equivalent

Necessary Knowledge, Skills, and Abilities:

- A. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances and department rules and regulations.
- B. Skill in the use of the tools and equipment listed below.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively establishing and maintaining working relationships with subordinates, peers and supervisors; ability to exercise sound judgement in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- A. Must possess or be able to obtain by the time of hire, a valid Washington State Drivers License without a revocation in any state.
- B. Basic law enforcement training certificate or equivalent.

### **TOOLS and EQUIPMENT USED**

Police car, police radio, radar gun, handgun, and other weapons as required. pepper spray, handcuffs, breathalyzer, first aid equipment, personal computer and cellular phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit, speak, and hear. The employee occasionally is required to stand, walk, handle, or operate objects, controls or tools listed above; reach with hands and arms, climb or balance, stop, run, kneel, crouch, crawl, taste, and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of this job. The employee frequently

works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background investigation, psychological examination; polygraph exam or other job-related tests may be required and successful completion of a physical exam.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



## TENINO POLICE CHIEF BRIEFING

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- **Application**
- **Hiring Process**
- **Meet and Greet**
- **Hire**

# HIRING PROCESS

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- Announcement – Outreach
- Application Screening
- Interview Panel (Community Members: Chamber, TSD member and TPD)
- Meet & Greet finalist(s)
- Conditional job offer
- BI, Polygraph, Psychological, Medical exam
- Job offer and Swearing-in

## SALARY SURVEY (COMPARABLES)

CITY	POPULATION	# of OFFICERS	SALARY
TOLEDO	800	1	5071 to 6085
McCLEARY	1834	3	7107 to 8000
NAPAVINE	2085	2	5378 to 6042
CASTLE ROCK	2370	4	7500 to 8750
*WINLOCK*	1400	3	1400 to 2691
TENINO	1800	3	4470 to 5570 + 15% (5140 to 6405)

\*Winlock: As of July 2019, they started up their own Police Department after ending contract services with Toledo Police.

# TO BE COMPLETED - DETERMINED

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- Alter the City Application
  - Name Interview Panel
    - Site Selection
  - Salary Determination
    - Announcement
      - Selection