

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, March 10, 2020 at 7:30 PM**

## **Agenda**

### **WORK SESSION**

#### **CALL TO ORDER**

#### **AGENDA APPROVAL**

#### **APPROVAL OF MINUTES**

- [1.](#) Minutes of the February 25, 2020, Regular Meeting of the Tenino City Council.

**Recommended action:** Move to approve the minutes of the February 25, 2020, Regular Meeting of the Tenino City Council as presented.

### **CONSENT CALENDAR**

2. Payroll EFT's in the amount of \$XXXXX, Claims Checks #28940 through #28XXX in the amount of \$XXXXX for a Grand Total of \$XXXXXX.
3. New Licenses:

Renewals:

### **EXECUTIVE SESSION**

#### **PRESENTATIONS**

- [4.](#) Ms. Linda McKinnie, Branch Manager of the Tenino Branch of the Timberland Regional Library, will present information to the Council and Public about the 2020 Census.
5. Ms. Kimi Dana, Society for Creative Anarchism, will present information on the 2020 Mayfaire Festival.

### **PUBLIC COMMENTS**

#### **PUBLIC HEARING**

## PROCLAMATIONS

### OLD BUSINESS

6. The City Engineer has completed the plan to extend sewer and water lines to the Ag Park properties and requires Council Approval to begin the bidding process. He is also developing an amendment to the Scope of Work to provide for construction management and inspection.

**Recommended Action:** Move to authorize the City Engineer to begin the bidding process.

7. Gibbs & Olsen has prepared an amendment to the Scope of Work for the Quarry House Renovation to cover construction management and inspection.

**Recommended action:** Move to authorize Mayor Fournier to sign the amended Scope of Work as presented.

### NEW BUSINESS

### RESOLUTIONS

### ORDINANCES

### REPORTS

8.
  - 1) Tenino Chamber of Commerce
  - 2) Thurston Economic Development Council (EDC)
  - 3) Experience Olympia & Beyond (VCB)
  - 4) South Thurston Fire & EMS (District #12)
  
  - 5) Tenino Branch, Timberland Regional Library
  
  - 6) Tenino Depot Museum
9.
  - 1) ARCH Commission
  - 2) Civil Service Commission
  - 3) Planning Commission
  - 4) Facade Improvement Grant Review Committee
  - 5) Finance Committee
  - 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) TCOMM/911
  - 5) Tenino School Board
  - 6) Thurston Regional Planning Council (TRPC)
  - 7) South Thurston Economic Development Initiative (STEDI)
  - 8) Transportation Policy Board

**PUBLIC COMMENTS 2**

**ANNOUNCEMENTS**

**ADJOURNMENT**

1.

**Item Attachment Documents:**

1. Minutes of the February 25, 2020, Regular Meeting of the Tenino City Council.

**Recommended action:** Move to approve the minutes of the February 25, 2020, Regular Meeting of the Tenino City Council as presented.

## City Council Meeting Tuesday, February 25, 2020

### Minutes

#### WORK SESSION

Mayor Fournier opened the work session at 6:30 pm

#### PRESENT

Councilmember Linda Gotovac  
Councilmember Dave Watterson  
Councilmember John O'Callahan  
Councilmember Jason Lawton

1. The Administration wishes to introduce the newest member of "Team Tenino" to the City Council. Ms. Jen Scharber assumed the duties of Utility/Admin Clerk on February 18, 2020.

C/T Millard introduced the Cities new Utility/Admin Clerk Jen Scharber who started on 2/18/2020.

2. Mr. Paul Brewster will present information to the City Council about possible sources of funding for streets.

Mr. Brewster presented info on funding for streets. 2 grant programs we are eligible for. Applications are online for these grants.

3. Mr. Paul Brewster, Thurston Regional Planning Council, will present the recently updated Regional Transportation Plan.

Mr. Brewster presented the recently updated Regional Transportation Plan.

4. Washington State Department of Archaeology and Historic Preservation offers a path to achieve the City's goals in regard to Historic Preservation by offering tax incentives to property owners who comply with certain Historic Preservation guidelines.

The first step in making these incentives available to property owners is the adoption of an Historic Preservation Ordinance. The attached "model" ordinance will form the basis of the Administration's proposal for adoption and is being provided for the Council's information and review as there are choices that may be made during the drafting of the ordinance. In broad, general terms, the options can be categorized as "permissive" or "mandatory" and the Administration is requesting the Council to review the model ordinance and provide comments as to the choices to be made.

Mayor Fournier requested the Council members to read the ordinance when they can and bring forth their comments toward this.

- 5. Looking forward, the Administration believes that the current Position Description for the Director of Public Works does not accurately state the requirements for Licensing and Certification, which therefore deprives the City of otherwise qualified candidates for the position.

Attached for your review are the current Position Description and a "Track Changes" version for a proposed revision.

page 5 of the application has the changes requested by Admin with Council's approval.

**CALL TO ORDER**

Mayor Fournier called the meeting to order at 7:30 pm

**PRESENT**

- Councilmember Linda Gotovac
- Councilmember Dave Watterson
- Councilmember John O'Callahan
- Councilmember Jason Lawton

Councilmember Davidson is absent.

**AGENDA APPROVAL**

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve the agenda. Councilmember Watterson moved to amend the agenda to add under New Business: Electrical charging stations for discussion. Motion made by Councilmember O'Callahan, seconded by Councilmember Gotovac to add the discussion of electrical charging stations.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton

Motion passes.

**APPROVAL OF MINUTES**

- 6. Minutes of the February 11, 2020, Regular Meeting of the Tenino City Council.

**Recommended action:** Move to approve the minutes of the February 11, 2020, Regular Meeting of the Tenino City Council as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton

Motion passes.

**CONSENT CALENDAR**

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to approve the consent calendar for the 2/25/2020 meeting.

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton

Motion by Councilmember O'Callahan, seconded by Councilmember Watterson to excuse Councilmember Davidson from tonight's meeting.

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

Payroll EFT's in the amount of \$28,275.22, Claims Checks #28915 through #28939 in the amount of \$17,819.63 (Claims Check #28915 is voided due to clerical error) for a Grand Total of \$46,094.85.

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

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton

Motion passes.

- 8. New Licenses: None
- Renewals: None

**EXECUTIVE SESSION**

**PRESENTATIONS**

- 9. TRL Executive Director Heywood will address the Council to inform them of the many new resources being made available through the Tenino Branch Library in partnership with the Pacific Mountain Workforce Development Council.

Cheryl Heywood will be back on 4/14/20 to share more information within the Library.

**PUBLIC COMMENTS**

Donna Wilson 118 McArthur St N: The citizens in the community do not know everyone on the Council or the Mayor or Clerk Treasurer and requests everyone to go out and sign everyone's hands.

Kimi and Shawn with MayFaire will be coming back to town this year. They will be here on the agenda on March 10, 2020.

**PUBLIC HEARING**

**PROCLAMATIONS**

**OLD BUSINESS**

**NEW BUSINESS**

- 10. During the development of the 2020 budget, Council agreed that the City should increase the amount of sales tax charged within the City Limits in an effort to increase revenues for both the general fund, and for Public Safety purposes.

The Administration has targeted the August 4, 2020 Primary Election as the soonest time we can have a Resolution to put a sales tax increase on the ballot, the attached draft Resolution is provided for your review and comment.

Motion made to set the August 4th date as a target date for the primary election by Councilmember Watterson, Seconded by Councilmember Gotovac

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton

Motion passes.

- 11. The Administration proposes to amend the Position Description for the Public Works Director so that the field of available applicants would be expanded by allowing the selection of someone who did not possess current licenses or certification, but giving them 36 months to become licensed or certified.

**Recommended action:** Move to approve the amended Position Description for the Director of Public Works as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton

Motion passes.

Councilmember Watterson explained the grant option for car charging stations.

**RESOLUTIONS**

**ORDINANCES**

**REPORTS**

- 12. 1) Tenino Chamber of Commerce
- 2) Thurston Economic Development Council (EDC)
- 3) Experience Olympia & Beyond  
(VCB) Monthly <https://marketing.experienceolympia.com/acton/rif/40506/s-0041-2002/-/l-0009:101/q-000b/showPreparedMessage?sid=TV2:isUGh9Dqw>
- 4) South Thurston Fire & EMS (District #12)
- 5) Tenino Branch, Timberland Regional Library
- 6) Tenino Depot Museum

Chamber of Commerce: Councilmember O'Callahan stated they discussed the HGTV presentation.

EDC: None

STF & EMS: Councilmember O'Callahan reported that Chief Schaffner has been approved. Training needed at the Fire Department.

T90 Library: Linda reported on late breaking news as their office space getting a makeover. They will be hosting a Family Con day at the Library in May. They will be having family story time tomorrow.

Museum: Councilmember O'Callahan reported they are planning a rotating display of the arts.

13. 1) ARCH Commission

2) Civil Service Commission

3) Planning Commission

4) Facade Improvement Grant Review Committee

5) Finance Committee

6) Public Safety Committee

Planning Commission: Met this month with training from TRPC

Finance Committee: C/T Millard to set up a meeting.

14. 1) Chief of Police

2) Director of Public Works

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

Clerk/Treasurer: C/T Millard provided a written report.

Mayor: Caboose is being worked on. Recommends council go down and introduce themselves as Don is really into the remodeling of the caboose. On Friday, Evening Magazine came down and did an episode on the programs in the Museum and various things regarding same. He has been corresponding with Legislature. HGTV is an exciting adventure.

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

2) Community Investment Partnership (CIP)

3) Solid Waste Advisory Board

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

CIP: Councilmember Watterson reported they will be doing their annual call for projects soon.

Solid Waste: Councilmember Watterson reported they discussed the 5 year solid waste plan that they are 2 years behind on.

TRPC: Councilmember Watterson reported they held their election of new officers.

STEDI: Councilmember O'Callahan reported they discussed the following, National night out, Evening Magazine, Experience Olympia and Beyond. Their Ambassador program is a \$49.00 annual fee.

**PUBLIC COMMENTS 2**

None

**ANNOUNCEMENTS**

Councilmember O'Callahan reported that August 4th will be National Night Out.

**ADJOURNMENT**

Mayor Fournier adjourned the meeting at 8:29 pm.

4.

**Item Attachment Documents:**

4. Ms. Linda McKinnie, Branch Manager of the Tenino Branch of the Timberland Regional Library, will present information to the Council and Public about the 2020 Census.

# The Road to 2020

## Thurston County

Linda McKinnie  
*Tenino Timberland Library Manager*  
Timberland Regional **LIBRARY**



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4.

# Why Do We Do a Census?

Article 1, Section 2

US Constitution

*The actual Enumeration shall be made within three Years after the first Meeting of the Congress of the United States, and within every subsequent Term of ten Years, in such a manner as they shall by Law direct.*



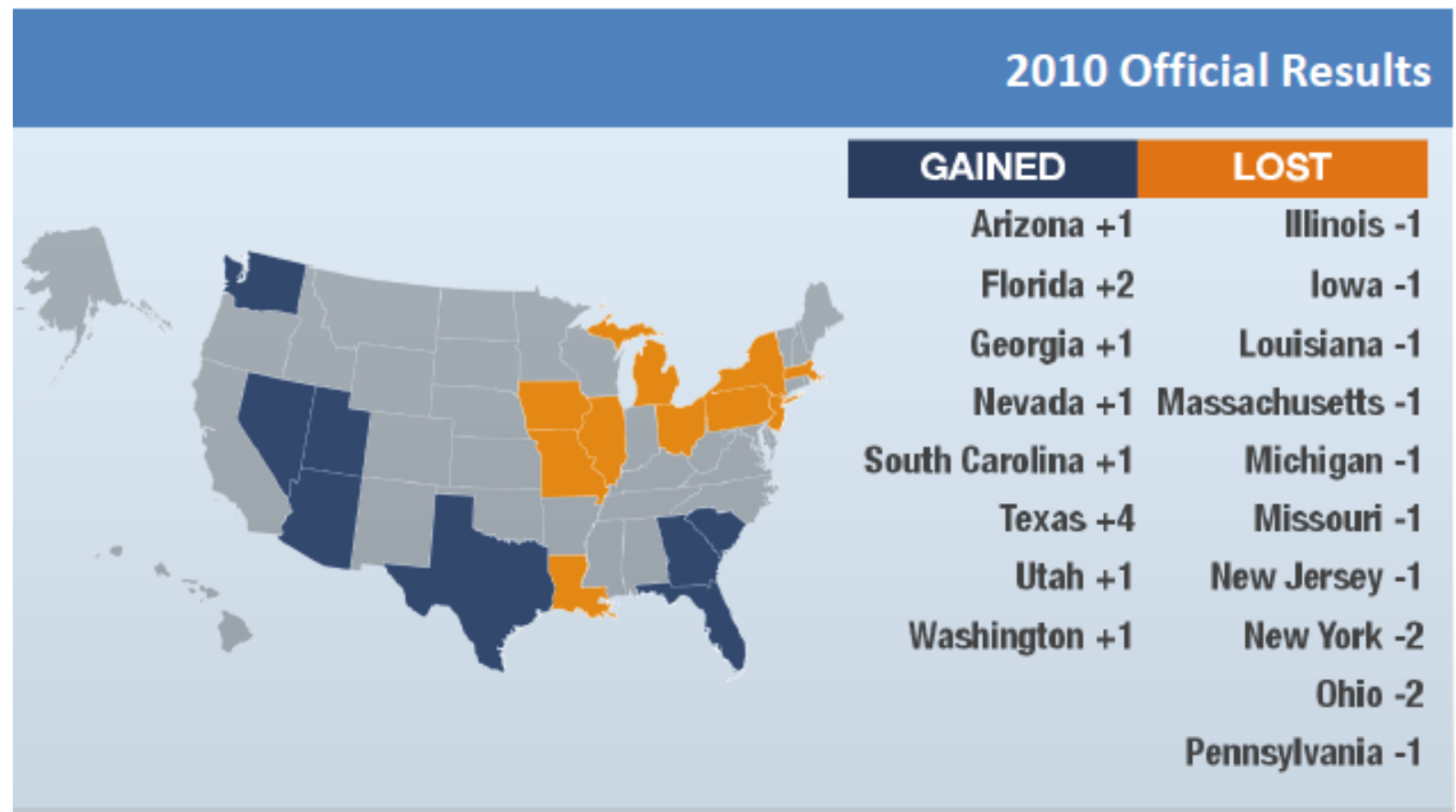
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# 4. US House of Representatives

435 Total Representatives | 10 Representatives in Washington



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# Federal Funding

More than \$674 BILLION each year

- ✓ State Libraries
- ✓ Medicaid
- ✓ SNAP/WIC
- ✓ Head Start
- ✓ Section 8 Housing
- ✓ School Lunch Program
- ✓ Transportation Planning
- ✓ Student Loans/Pell Grants



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# 4. Washington State Funding

Total Federal Aid*	\$11,191,122
Federal Aid as % of General Revenue*	29.2%
Ranking %*	33
Aid Per Capita*	\$1,586

\* Source: U.S. Census Bureau, 2014 Annual Survey of State and Local Finances; aggregated by Ballotpedia



4.

# Other Uses of Census Data

- ✓ State legislative districts, school districts, voting precincts
- ✓ State, local, and Tribal governments planning decisions
- ✓ Business and nonprofit decisions (where to locate, size of market)
- ✓ Local trends
- ✓ Population benchmarks



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# What's New for 2020

Easier to Self-Respond

- ✓ Internet
- ✓ Toll-free Number
- ✓ Paper



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# Key Dates

12 March 2020	Online Portal Opens
30 March 2020	Service-Based Enumeration
1 April 2020	CENSUS DAY!
April 2020	Group Quarters Enumeration
April-June 2020	Non-response Follow Up Quality Control
31 Dec 2020	Results delivered to the president
31 Mar 2021	Results delivered to the states



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# What Do We Ask?

1. Address and Rent/Own
2. Phone Number
3. Number of People at Address
4. Name
5. Sex
6. Age & Date of Birth
7. Race
8. Hispanic, Latino, or Spanish Origin
9. Whether Someone Lives Elsewhere
10. Relationship to Respondent



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# How It Will Work

## WHAT YOU WILL RECEIVE IN THE MAIL

On or between	You'll receive:
March 12–20	An invitation to respond online to the 2020 Census.  (Some households will also receive paper questionnaires.)
March 16–24	A reminder letter.  If you haven't responded yet:
March 26–April 3	A reminder postcard.
April 8–16	A reminder letter and paper questionnaire.
April 20–27	A final reminder postcard before we follow up in person.

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# Private & Confidential

- ✓ Only aggregate data reported
- ✓ Personal identifying information cannot be released for 72 years
- ✓ Prohibited by law from releasing personal information to any person or organization (USC, Title 13)
- ✓ Life-time oath by all Census Bureau employees
- ✓ Penalties for wrongful disclosure: up to five years imprisonment and/or a fine of \$250,000



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# 4. Hard-to-Count Populations

- ✓ Children younger than 5
- ✓ Seniors
- ✓ People who are homeless
- ✓ Migrant workers
- ✓ Renters
- ✓ Foreign-born & immigrants
- ✓ Low internet access areas



Photo by [Sandeep Kr Yadav](#) on [Unsplash](#)

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# We're Hiring!

- Temporary Positions
  - ✓ Census Takers
  - ✓ Recruiting Assistants
  - ✓ Office Staff
- Requirements
  - ✓ Be at least 18
  - ✓ Be a US Citizen
  - ✓ Have an Email Address
  - ✓ Have a Social Security Number
- Jobs do not count against TANF and other Federal benefits programs



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# Apply Now

[www.2020census.gov/jobs](http://www.2020census.gov/jobs)

[www.usajobs.gov](http://www.usajobs.gov)

Recruiting Hotline  
1-855-JOB-2020



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# Thank you!



Linda McKinnie  
*Library Manager*  
Tenino Timberland Library  
LMcKinnie@trl.org  
360-264-2369

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7.

**Item Attachment Documents:**

7. Gibbs & Olsen has prepared an amendment to the Scope of Work for the Quarry House Renovation to cover construction management and inspection.

**Recommended action:** Move to authorize Mayor Fournier to sign the amended Scope of Work as presented.

AMENDMENT NO. 1

This Amendment No. 1 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, 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.

**SCOPE OF WORK**

The Scope of Work to be performed by the Engineer is modified as identified below. This Amendment incorporates a structural evaluation to determine if the under-floor support is adequate for proposed improvements, as well as, further investigation of the exact needs for the facility and how to efficiently contract for them.

**BUDGET**

The budget for the additional Scope of Work presented above is \$4,000.

Original Agreement Amount .....	\$6,000.00
<u>Amendment No. 1.....</u>	<u>\$4,000.00</u>
Total Agreement Amount .....	\$10,000.00

GIBBS & OLSON, INC.

CITY OF TENINO, WASHINGTON

By: Richard A. Gushman  
Richard A. Gushman, President

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

Date: March 5, 2020

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

10.

**Item Attachment Documents:**

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

**City of Tenino**

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

**Month:** February 2020

During the month of February, the treatment plant continues to perform optimally, except for effluent nitrogen levels that are above the permit limits. The supernatants from the biosolids lagoon that is returned into the plant is high in nitrogen and has triggered effluent violations.

**System Maintenance**

- Regular upkeep.
- Continue to protect plant and process equipment from freezing weather.
- Performed diffuser cleaning maintenance on the Pre-Air Basin.
- #2 fine screen is offline and waiting for replacement parts.

**Process Changes**

- Decanting Biosolids lagoon to minimal levels, in preparation for dewatering.

**Call Outs-Emergencies**

- There were no call outs or emergencies for the month of February.

**Communications**

- Removal of sludge from the storage lagoon remains the most urgent issue at this facility.

**Miscellaneous****Flows**

- Influent total flow = 2.840 MG
- Average daily flow = 0.097 MG
- Max daily flow = 0.113 MG
- Total gallons wasted = 54,520 gallons

**Clerk/Treasurer Council Meeting Report  
March 10, 2020**

**Budget:**

- **Current status is:**
  - **Total revenues are 8.9% of projections (+1.6%)**
  - **Total expenditures are 9.6% of projections (+0.8%)**
  - **Target: 21.2%**
  
  - **General Fund revenues: 14.5% of projections**
  - **General Fund expenditures: 20% of projections**
  
- **Grants and Other Funding:**
  - **Creative District**
    - Letter of Interest received and approved.
    - George Sharp is finalizing the application.
  - **City Hall Renovation**
    - HVAC is no longer part of the renovation plan
    - Engineer drafting bid for General Contractor
    - New priorities are: Roof, Mortar, Council Chambers, Conference Room, ADA compliance
    - Exploring options for paint, floor coverings, ceilings on ground floor
  - **CDBG/Quarry Pool Renovation:**
    - Concrete boring samples reveal existing concrete cannot be used as a base for gunite/shotcrete, thus invalidating current plan.
    - Engineer exploring options with potential contractors for solution
  - **2019 CDBG Grant:**
    - County is preparing contract.
    - Draft architectural drawings published
  - **Capital Budget Line Items**
    - City Hall Reno: Still awaiting contract from DOC.
    - Ag Park: Second reimbursement request due by March 31.

**Other Than Budget**

- **SW WA Agriculture & Innovation Park**
  - DoH has approved the Engineer’s construction plan
  - Bid packet being finalized; projected timeline would see construction beginning in late April
  
- **Caboose Resoration**
  - Mr. Donald Bowman is leading the restoration effort
  - Has produced a “punch list” for budgeting purposes