

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, January 28, 2025 at 6:30 PM

Agenda

WORK SESSION

1. 6:30 pm Review of 1/28/2025 Council Agenda
- 2. Council Priorities**
Council Liaisons for 2025/Mayor Pro Tem Nominations.

Council Retreat

Federal Funding Emergency

Court Services

Affordable Housing Tax use

Letter from Business Owner Dave Champagne RE Building Permits.
3. Discussion of 2/11/2025 Council Draft Agenda

CALL TO ORDER

4. Flag Salute

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 1/28/25.
Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

6. Meeting Minutes for 1/14/2025
Recommended Action: Motion to approve 1/14/2025 meeting minutes as presented.

CONSENT CALENDAR

7. Consent Calendar for January 15, 2025 through January 28, 2025 consisting of

Payroll EFT's in the amount of \$32,578.94 and Claims checks #32953 through #32983 in the amount of \$132,904.41

for a grand total of \$165,483.35

Liquor Cannabis License: None

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

EXECUTIVE SESSION

PRESENTATIONS

8. TRPC Executive Director Marc Daily.

Recommended Action: None, Presentation only.

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

9. Thurston County Heritage Grant Award to replace the Ticknor Schoolhouse roof.

Recommended Action: Motion to accept Thurston County Heritage Grant Award

RESOLUTIONS

10. Resolution 2025-03 Tenino PD Funding

Recommended Action: Motion to approve Resolution 2025-03 Tenino PD Funding

ORDINANCES

11. Ordinance 935 an Ordinance Amending the City of Tenino Ord 2.68.020 D Civil Service Commission Qualifications.

Recommended Action: Motion to accept first reading of Ordinance 935

REPORTS

12. Outside Agency

- 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) South Thurston Economic Development Initiative (STEDI)
- 4) ARCH Commission
- 5) Experience Olympia & Beyond (VCB)
- 6) Timberland Regional Library

13. Committees/Commissions

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

14. Staff

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

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

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

6. Meeting Minutes for 1/14/2025

Recommended Action: Motion to approve 1/14/2025 meeting minutes as presented.

**City Council Meeting
Tuesday, January 14, 2025**

Minutes

WORK SESSION

1. 6:30 pm Review of 1/14/2025 Council Agenda

2. Council Priorities

Council Liaisons for 2025/Mayor Pro Tem Nominations.

Audit Reports Financial/ Accountability

Personnel Policy

Facade Improvement Grant

Utility Clerk Resignation

Police Department Resignation

Planning Commission Resignation

Civil Service Commission Resignation

Court Services

Council Liaisons for 2025/Mayor Pro Tem Nominations.- postponed for next meeting due to Council member Lawtons absence.

Audit Reports Financial/ Accountability- Reviewed and discussed the SAO findings.

Personnel Policy- Discussion on allowing change to the personnel policy to allow Admin to carry over Admin days, currently they must be used in the month you accrue them, council will discuss further.

Facade Improvement Grant- Not in 2025 budget, but possibility to apply for Port of Olympia grant to cover them.

Utility Clerk Resignation- Courtney Sheldon Resignation

Police Department Resignation-Officer Drew Johnson Resignation

Planning Commission Resignation- Commissioner Stenzel Resignation

Civil Service Commission Resignation- recommended from Council Member Gotovac to purchase a card for all to sign for Marlena Mulkins

Court Services- Prosecutor too expensive at county, looking at options for more affordable.

- 3. Discussion of 1/28/2025 Council Draft Agenda

CALL TO ORDER

- 4. Flag Salute

AGENDA APPROVAL

- 5. Agenda for the Regular Meeting of the 1/14/25.

Recommended Action: Motion to approve the agenda as presented.

Agenda for the Regular Meeting of the 1/14/25.

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

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

Motion Passes 4/0

APPROVAL OF MINUTES

- 6. Meeting Minutes for 12/10/2024

Recommended Action: Motion to approve 12/10/2024 meeting minutes as presented.

Meeting Minutes for 12/10/2024

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

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

Motion Passes 4/0

CONSENT CALENDAR

- 7. Consent Calendar for December 10, 2024 through December 31, 2024 consisting of

Payroll EFT's in the amount of \$64,787.37 and Claims checks #3897 through #32925 in the amount of \$107,312.28

for a grand total of \$172,099.65

Consent Calendar for January 1, 2025 through January 14, 2025

Claims Checks #32926 through #32952 in the amount of \$349,367.06

Liquor Cannabis License: Three Amigos (Don Juans) and The Tenino VFW

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

Consent Calendar for December 10, 2024 through December 31, 2024 consisting of

Payroll EFT's in the amount of \$64,787.37 and Claims checks #3897 through #32925 in the amount of \$107,312.28

for a grand total of \$172,099.65

Consent Calendar for January 1, 2025 through January 14, 2025

Claims Checks #32926 through #32952 in the amount of \$349,367.06

Liquor Cannabis License: Three Amigos (Don Juans) and The Tenino VFW

Motion made by Council Member O'callahan and Seconded by Council Member Gotovac

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

Motion Passes 4/0

EXECUTIVE SESSION

PRESENTATIONS

8. Mathis Bosch

Recommended Action: None, Presentation Only

Presentation from Mathis Bosch RE Future Garbage Service ideas.

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

9. Fire Marshal Agreement

Recommended Action: Motion to approve Agreement

Fire Marshal Agreement

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

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

Motion Passes 4/0

10. TIB Grant for Old 99 Grind Overlay

Recommended Action: Motion to approve TIB Grant for Old 99 Grind Overlay

TIB Grant for Old 99 Grind Overlay

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
Councilmember Eisel

Motion Passes 4/0

11. Tenino Food Bank Solar Plus Storage Clean Energy Grants 2024

Recommended Action: Motion to Approve Tenino Food Bank Solar Plus Storage Clean Energy Grants 2024

Tenino Food Bank Solar Plus Storage Clean Energy Grants 2024

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
Councilmember Eisel

Motion Passes 4/0

12. EV Charging station Bid Award

Recommended Action: Motion to approve EV Charging station Bid Award

EV Charging station Bid Award

Motion made by Councilmember Gotovac, Seconded by Councilmember O'Callahan.
Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
Councilmember Eisel

Motion Passes 4/0

RESOLUTIONS

13. Resolution 2025-01 Surplus of Service Weapon

Resolution 2025-01 Surplus of Service Weapon

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
Councilmember Eisel

Motion passes 4/0

ORDINANCES

REPORTS

14. Outside Agency

1) Chamber of Commerce

2) Economic Development Council (EDC)

3) South Thurston Economic Development Initiative (STEDI)

4) ARCH Commission

5) Experience Olympia & Beyond (VCB)

6) Timberland Regional Library

15. Committees/Commissions

1) Civil Service Commission

2) Façade Improvement Grant Review Committee

3) Finance Committee

4) Planning Commission

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6) Public Works Committee

16. Staff

1) Chief of Police

2) Director of Public Works

3) Code Enforcement/Building Inspector

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5) Clerk/Treasurer

6) Mayor

17. Liaisons

1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Solid Waste Advisory Board

3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Thurston County Commissioner's Office

8) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

6.

ADJOURNMENT

January 14, 2025

File Attachments for Item:

7. Consent Calendar for January 15, 2025 through January 28, 2025 consisting of Payroll EFT's in the amount of \$32,578.94 and Claims checks #32953 through #32983 in the amount of \$132,904.41

for a grand total of \$165,483.35

Liquor Cannabis License: None

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

Consent Calendar for January 15, 2025 through January 28 2025 consisting of:

- **Payroll EFT's in the amount of \$32,578.94**
- **Claims Checks #32953 through #32983 and EFT's in the amount of \$132,904.41.**

for a grand total of \$165,483.35

a) Liquor & Cannabis License:

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
128	01/20/2025	Payroll	5	EFT	Robert A Auderer	2,799.76	
129	01/20/2025	Payroll	5	EFT	Veronica A Barnes	1,937.81	
130	01/20/2025	Payroll	5	EFT	Troy LK Cannon	2,968.01	
131	01/20/2025	Payroll	5	EFT	Brent L Gibbs	3,122.26	
132	01/20/2025	Payroll	5	EFT	Drew Johnson	3,110.97	
133	01/20/2025	Payroll	5	EFT	Aaron Lee	2,942.77	
134	01/20/2025	Payroll	5	EFT	Courtney N Marganelli	3,017.59	Final check to employee.
135	01/20/2025	Payroll	5	EFT	Alec C McClelland	2,859.05	
136	01/20/2025	Payroll	5	EFT	Cole Plaja	1,921.91	
137	01/20/2025	Payroll	5	EFT	Jason M Plaja	2,150.90	
138	01/20/2025	Payroll	5	EFT	Jessica Reeves-Rush	1,052.09	
139	01/20/2025	Payroll	5	EFT	Maria Rodriguez	1,976.86	
140	01/20/2025	Payroll	5	EFT	Jennifer N Scharber	2,718.96	
251	01/28/2025	Claims	5	32953	ALS Group USA, Corp	1,456.00	
252	01/28/2025	Claims	5	32954	BCSLLC	1,526.42	
253	01/28/2025	Claims	5	32955	Justine Capra	450.00	
254	01/28/2025	Claims	5	32956	Chehalis Tribal Jail	510.00	
255	01/28/2025	Claims	5	32957	Cintas Corporation	136.46	
256	01/28/2025	Claims	5	32958	Corporate Payment Systems	104.01	
257	01/28/2025	Claims	5	32959	Correct Equipment	29,426.77	
258	01/28/2025	Claims	5	32960	Crystal Springs	397.79	
259	01/28/2025	Claims	5	32961	Gibbs & Olson Inc	32,674.38	
260	01/28/2025	Claims	5	32962	Joyce Grubb	150.00	
261	01/28/2025	Claims	5	32963	H D Fowler Co	9,987.82	
262	01/28/2025	Claims	5	32964	Delynn J Hansen	150.00	
263	01/28/2025	Claims	5	32965	JBM Mechanical	1,315.85	
264	01/28/2025	Claims	5	32966	Joe Enbody	600.00	
265	01/28/2025	Claims	5	32967	Kelley Create	206.85	
266	01/28/2025	Claims	5	32968	BusinessOffice Providence	8.00	
267	01/28/2025	Claims	5	32969	Puget Sound Energy	8,202.09	
268	01/28/2025	Claims	5	32970	Quill	101.53	
269	01/28/2025	Claims	5	32971	RTS Enviromental LLC	5,500.00	
270	01/28/2025	Claims	5	32972	Annette Reinier	150.00	
271	01/28/2025	Claims	5	32973	Right Systems Inc	12,460.11	
272	01/28/2025	Claims	5	32974	SCJ Alliance	16,372.19	
273	01/28/2025	Claims	5	32975	T-Mobile	1,126.32	
274	01/28/2025	Claims	5	32976	Thurston Co Auditor	2,435.54	
275	01/28/2025	Claims	5	32977	Thurston Co Env Health	128.00	
276	01/28/2025	Claims	5	32978	USA BlueBook	991.56	
277	01/28/2025	Claims	5	32979	Utilities Underground Location	9.24	
278	01/28/2025	Claims	5	32980	Voyager Fleet System	1,465.45	
279	01/28/2025	Claims	5	32981	WA State Auditor	4,242.55	
280	01/28/2025	Claims	5	32982	Wells Fargo Vendor Fin Serv	454.86	
281	01/28/2025	Claims	5	32983	Wilson Parts Corporation	164.62	

001 General Government Fund #001	59,995.92
002 Quarry Pool Fund #002	151.30
101 City Street Fund #101	3,821.95
310 Municipal Capital Imp Fund 310	32,254.63
401 Water Fund	6,056.63
402 Water Capital Imp Fund	7,938.15
410 Sewer Fund	30,601.21
421 Sewer Capital Improvement Fund	24,663.56

165,483.35	Claims:	132,904.41
	Payroll:	32,578.94

File Attachments for Item:

9. Thurston County Heritage Grant Award to replace the Ticknor Schoolhouse roof.

Recommended Action: Motion to accept Thurston County Heritage Grant Award

THURSTON COUNTY HERITAGE GRANT PROGRAM

Grant No. HGP-25-001 COT

THIS AGREEMENT is made and entered into this 17TH day of December, 2024, by and between Thurston County, Washington, hereinafter called GRANTOR, and the City of Tenino, hereinafter called GRANTEE.

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. AGREEMENT.

(a) This Agreement contains the basic terms and conditions agreed upon by the parties. In the event of an inconsistency, the following provisions apply in order of precedence as follows: (i) this Agreement; (ii) Statement(s) of Work (attached hereto); and (iii) application materials as submitted for the Thurston County Heritage Grant Program, which are all incorporated into this agreement by this reference.

(b) In consideration of receiving grant funding, the Grantee agrees:

(i) to perform the scope of work as described in the Statement of Work and the application materials as submitted for the Thurston County Heritage Grant Program.

(ii) that only the items/activities set forth in the Statement of Work and the application materials may be charged against the grant project.

(iii) to perform the activities and produce the products described in the Statement of Work and the application materials in accordance with the standards, guidelines and/or best practices outlined in this Agreement (including all attachments) and/or utilized in the industry for similar work. Grantor reserves the right to withhold payment, declare all or part of the work ineligible for reimbursement, or take other corrective action if the Grantee fails to perform these activities in accordance with these standards, guidelines and/or best practices.

2. RELATIONSHIP OF THE PARTIES. The GRANTEE, its agents, employees, officers, volunteers, or representatives are not employees, agents or representatives of GRANTOR for any purpose and the employees or volunteers of GRANTEE are not entitled to any of the benefits GRANTOR provides for its employees. The GRANTEE will be solely and entirely responsible for its acts and for the acts of its agents, employees, volunteers, subcontractors, or otherwise during the performance of any Statement of Work attached hereto. GRANTOR shall not be responsible for the payment of federal taxes, Social Security taxes, or Labor and Industries contributions for GRANTEE.

This agreement is for the benefit of the parties; no third party beneficiary relationships are intended.

3. AGREEMENT REPRESENTATIVES. Each party to this Agreement shall have an Agreement representative. Each party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

THURSTON COUNTY HERITAGE GRANT PROGRAM

a. For GRANTEE:

Name of Representative: Jessica Reeves-Rush

Title: P.A.R.C. Specialist

Mailing Address: PO Box 4019, 149 Hodgden Street South

City, State and Zip Code: Tenino, WA 98589

Telephone Number: (360) 264-2368

Fax Number: ()

E-mail Address: jreevesrush@cityoftenino.org

b. For GRANTOR:

Name of Representative: Sonja Cady

Title: Historic Commission Staff

Mailing Address: 3000 Pacific Ave SE, Suite 100

City, State and Zip Code: Olympia, WA 98501-2043

Telephone Number: 360-867-2117

Fax Number: 360-754-2939

E-mail Address: sonja.cady@co.thurston.wa.us

4. HOLD HARMESS AND INDEMNIFICATION.

a. The GRANTEE shall hold harmless, indemnify and defend the GRANTOR, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, losses, expenses, damages, and judgments of any nature whatsoever, including costs and attorneys fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the GRANTEE's acts, errors or omissions or the acts, errors or omissions of its employees, agents, subcontractors or anyone for whose acts any of them may be liable, in the performance of this Agreement. Claims shall include, but not be limited to, assertions that information supplied or used by the GRANTEE or subcontractor infringes any patent, copyright, trademark, trade name, or otherwise results in an unfair trade practice. PROVIDED HOWEVER, that the GRANTEE's obligations hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the GRANTOR, its officers, officials, employees or agents. PROVIDED FURTHER, that in the event of the concurrent negligence of the parties, the GRANTEE's obligations hereunder shall apply only to the percentage of fault attributable to the GRANTEE, its employees, agents or subcontractors.

b. In any and all claims against the GRANTEE, its officers, officials, employees and agents by any employee of the GRANTEE, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the GRANTEE or

THURSTON COUNTY HERITAGE GRANT PROGRAM

subcontractor under Worker's Compensation acts, disability benefits acts, or other employee benefits acts, it being clearly agreed and understood by the parties hereto that the GRANTEE expressly waives any immunity the GRANTEE might have had under Title 51 RCW. By executing the Agreement, the GRANTEE acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section shall be incorporated, as relevant, into any contract the GRANTEE makes with any subcontractor or agent performing work hereunder.

c. The GRANTEE obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the GRANTEE, the GRANTEE's employees, agents or subcontractors.

5. **MONITORING AND EVALUATION.** GRANTEE agrees to cooperate and participate in GRANTOR's heritage grant program monitoring and evaluation process. Annual monitoring and evaluation procedures and quarterly reviews may be conducted to ensure program accountability and effective use of funds. GRANTEE may be notified in advance of any planned monitoring and / or evaluation site visits; however, GRANTOR reserves the right to conduct on-site visits without prior notification to GRANTEE, as deemed necessary. All books, records, documents, reports, and other data shall be subject at all reasonable times to inspection, review, or audit by GRANTOR or its designee.

6. NON DISCRIMINATION.

a. Thurston County is an equal opportunity employer.

b. GRANTEE agrees that it shall comply with all applicable federal, State, and County laws and regulations regarding non-discrimination in:

1. any terms or conditions of employment; and
2. denying an individual the opportunity to participate in any program provided by the Agreement and Statements of Work through the provision of goods, services, or benefits to clients.

7. **GENERAL BUDGET PROVISIONS.** Payment for services shall be made in accordance with the Statement(s) of Work attached to the Agreement.

8. **INSURANCE; NO LIMITATION.** The GRANTEE and its subcontractors shall procure and maintain for the duration of this Agreement, insurance for claims which may arise from, or in connection with, the performance of the Project work hereunder by the GRANTEE, its agents, representatives, or employees. The GRANTEE's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the GRANTEE to the coverage provided by such insurance, or otherwise limit the GRANTOR's recourse to any remedy available at law or in equity.

9. **TERMINATION.** If either party hereto fails to comply with the terms and conditions of this Agreement, applicable Special Terms and Conditions, or Statement of Work the other party may pursue such remedies as are legally available including, but not limited to the termination of the Agreement and/or Statement(s) of Work in the manner specified herein.

THURSTON COUNTY HERITAGE GRANT PROGRAM

a. Termination by GRANTOR for Cause. GRANTOR may terminate this Agreement and / or Statement(s) of Work in whole or in part for a substantial and material breach thereof by GRANTEE upon ten days written notice of termination, provided that GRANTOR, prior to termination, shall endeavor to work with GRANTEE to remedy such breach, unless the breach is such that immediate termination is clearly necessary to protect the public interest. Corrective action correspondence shall be delivered by certified mail / return receipt.

b. Termination by GRANTEE for Cause. GRANTEE may terminate this Agreement and / or Statement(s) of Work in whole or in part for a substantial and material breach thereof by GRANTOR upon ten days written notice of termination.

c. Termination and Other Grounds. This Agreement and Statement(s) of Work may also be terminated in whole or in part by mutual written agreement of the parties.

10. MODIFICATION. Either party may request changes in a Statement(s) of Work; however, no changes to the Statement of Work shall be valid or binding upon either party unless such change is in writing and executed by both parties.

11. CLOSE-OUT. Following completion of a Statement of Work, or in the event that a Statement of Work is terminated in whole or in part for any reason other than the normal completion of the Statement of Work, GRANTEE shall submit within ninety days after the date of expiration of a Statement of Work all financial, performance, and other reports required by each Statement of Work, including pertinent receipts and invoices, and will cooperate in any program audit initiated by GRANTOR or its designee.

12. NON-ASSIGNABILITY OF CLAIMS. No claim arising under any Statement of Work shall be transferred or assigned by GRANTEE.

13. APPLICABILITY OF LAW.

a. This Agreement and Statement(s) of Work are and shall be construed as being executed and delivered within the State of Washington, and it is mutually understood and agreed by each party hereto that the Agreement and Statement(s) of Work shall be governed by laws of the State of Washington, both as to interpretation and performance.

b. Venue shall be Thurston County, Washington.

14. SEVERABILITY.

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal, or invalid in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

c. Should the GRANTOR determine that the severed portions substantially alter this Agreement so that the original intent and purpose of the Agreement no longer exists, the GRANTOR may, in its sole discretion, terminate this Agreement.

THURSTON COUNTY HERITAGE GRANT PROGRAM

15. ENTIRE AGREEMENT. The parties agree that this Agreement is the complete expression of its terms and conditions. Any oral or written representations of understandings not incorporated in this Agreement are specifically excluded.

16. NOTICES. Any notices shall be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in Section 3. Notice may also be given by facsimile with the original to follow by regular mail. Notice shall be deemed to be given three days following the date of mailing or immediately if personally served. For service by facsimile, service shall be effective upon receipt during working hours. If a facsimile is sent after working hours, it shall be effective at the beginning of the next working day.

The parties hereto acknowledge that the waiver of immunity set out in Section 4.b was mutually negotiated and specifically agreed to by the parties herein.

DATED this _____ day of _____, 2025.

THURSTON COUNTY, WASHINGTON

Ashley Arai, Director, Community Planning & Economic Development

CITY OF TENINO

Dave Watterson, Mayor

APPROVED AS TO FORM BY PAO ON JANUARY 6, 2025

STATEMENT OF WORK

\$10,000 has been awarded to the City of Tenino ('GRANTEE') by the Thurston County Board of Commissioners ('GRANTOR') to cover expenditures related to the Ticknor Schoolhouse Re-Roof project. The \$10,000 so granted comes with the following understandings:

1. Project expenditures funded by this grant shall be related to funding the Ticknor Schoolhouse Re-Roof project.
2. The City of Tenino expenditures funded by this grant shall not exceed \$10,000.
3. The City of Tenino must complete project as described in the applications materials as submitted for the Thurston County Heritage Grant Program.
4. Grant funds shall not be used to pay for any purpose other than for project expenditures set for in this Statement of Work.
5. This grant is for a Small Capital Project that involves exterior improvements to a historic structure or site. The GRANTEE must submit the final materials to be used for the Small Capital Project to the GRANTOR prior to commencing the project, which may include elevation drawings, sketches with paint color included, window type, shingles, and other materials. The GRANTOR shall have final approval of materials that will be used to ensure they meet the U.S. Secretary of the Interior Standards for Historic Preservation. The GRANTOR may consult with the Thurston County Historic Commission or a subcommittee thereof in the review.
6. Upon completion of the project, City of Tenino will submit a completed Heritage Grant Program Reimbursement Request and Final Report (Attachment A). For reimbursement prior to the completion of the project, the City of Tenino will submit a completed Reimbursement Request Only and Progress Report (Attachment A).
7. The project shall be completed by December 31, 2025 unless a one-time six-month extension has been granted. The one-time extension should be requested at least 30 days prior to the original project completion date.

**THURSTON COUNTY HERITAGE GRANT PROGRAM
REIMBURSEMENT REQUEST AND REPORTING FORM**

REIMBURSEMENT REQUEST & FINAL REPORT (Complete sections A, C and D)

REIMBURSEMENT REQUEST ONLY & PROGRESS REPORT (Complete sections A, B and D)

A. REIMBURSEMENT REQUEST:

Date: _____ Grant No. HGP-25-001 COT
GRANTEE: City of Tenino
Project: Video Promoting the history and culture of the Deschutes
Contact: Jessica Reeves-Rush Contact Phone Number: (360) 264-2368
Grant Year: 2025 Grant Award Date: December 17, 2024 DEADLINE DATE: December 31, 2025
Amount of Heritage Grant Award: \$10,000 Has project been completed? YES NO
Current Reimbursement Request: \$ _____ Total Project Cost: \$ _____
Attach: (1) a list of itemized expenses; and
(2) proof of expenses, for example, copies of invoices, receipts, etc.
(3) proof of payment for requested reimbursement

B. PROGRESS REPORT

Please answer the following question and attach to this form.

- 1. Provide a brief summary of the status of your project. Identify the work schedule project components or milestones which have been completed.

C. FINAL REPORT

Please answer the following questions and attach to this form. Response should be no more than 3 pages in length. Please also attach all grant products to this form (final documents, reports, pictures of completed project, publications, architectural drawings, and any other documentation showing the success of the project).

- 1. Provide a brief summary of the needs/problems the grant was intended to address:
- 2. Provide a brief narrative of no more than 2 pages of the accomplishments/results of your project activity. Please include any "lessons learned."
- 3. Please submit at least 5 images depicting work completed.
- 4. Please share any comments you have about the forms or any aspect of the Heritage Grant Program.

D. SIGNATURE

"I hereby certify that expenditures claimed herein are true and authorized expenditures as outlined within the grant award Agreement and Statement of Work, and that the supporting documentation submitted is an accurate representation as to the use of these grant funds as outlined and described therein."

Authorized Signature Representing GRANTEE

Date

Name

Title

You must complete this report at the conclusion of your project in order to receive Heritage Grant Award final project funding.
Mail/deliver this completed report and grant product to:
Attention: Sonja Cady
Thurston County Heritage Grant Program
3000 Pacific Ave SE, Suite 100, Olympia, WA 98501-2043

**THURSTON COUNTY HERITAGE GRANT PROGRAM
REIMBURSEMENT REQUEST AND REPORTING FORM**

File Attachments for Item:

10. Resolution 2025-03 Tenino PD Funding

Recommended Action: Motion to approve Resolution 2025-03 Tenino PD Funding

City of Tenino, Washington

Resolution No. 2025-02

A RESOLUTION OF THE CITY COUNCIL OF TENINO, WASHINGTON, STATING THAT NO BUDGET PROPOSAL WILL BE ACCEPTED IF IT REDUCES FUNDING FOR THE TENINO POLICE DEPARTMENT BELOW 2025 LEVELS.

WHEREAS, the City Council of Tenino is committed to ensuring the safety and well-being of its residents; and

WHEREAS, the Tenino Police Department plays a vital role in maintaining public safety and community trust; and

WHEREAS, adequate funding for the Tenino Police Department is essential to support its operations, personnel, and community engagement efforts;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Tenino, Washington, that the Council will not accept any proposed budget that reduces funding for the Tenino Police Department below the 2025 funding levels.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its passage.

ADOPTED this January 28, 2025, by the City Council of Tenino.

Dave Watterson, Mayor

Attest:

Jen Scharber, City Clerk/Treasurer

Approved as to form:

Brent Dille, Attorney

File Attachments for Item:

11. Ordinance 935 an Ordinance Amending the City of Tenino Ord 2.68.020 D Civil Service Commission Qualifications.

Recommended Action: Motion to accept first reading of Ordinance 935

Ordinance 935
AN ORDINANCE OF THE CITY OF TENINO
Amending the City of Tenino Ordinance
2.68.020 D. Civil Service Qualifications

WHEREAS, the City Council has reviewed the changes set forth below,

WHEREAS, the City of Tenino is amending the municipal code 2.68.020 Section D. - Civil service commission created, appointment, terms, removal and quorum.

WHEREAS, the current ordinance reads No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the city for at least three years immediately preceding such appointment, Tenino School District and an elector of the county wherein he resides.

WHEREAS, the new ordinance qualifications shall read No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the city for at least three years immediately preceding such appointment, Tenino School District and an elector of the county wherein he resides.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that the following changes are hereby amended and adopted as the Tenino City Ordinance 2.68.020 Section D.

PASSED AND ADOPTED by the City Council of the City of Tenino, Washington and **APPROVED** by its Mayor, at a regular scheduled public meeting, this _____ day of _____, 2025.

Dave Watterson, Mayor

ATTEST:

APPROVED AS TO FORM:

Jen Scharber, Clerk Treasurer

Brent Dille, City Attorney