

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, July 08, 2025 at 6:30 PM

Agenda

WORK SESSION

CALL TO ORDER

AGENDA APPROVAL

1. Agenda Approval

Recommended Action: Motion to approve the 07/08/2025 agenda as presented.

APPROVAL OF MINUTES

- [2.](#) Approval of Minutes

Recommended Action: Motion to approve the 6/24/2025 minutes as presented.

CONSENT CALENDAR

- [3.](#) Consent Calendar for June 24, 2025 through July 8, 2025 consisting of Payroll Checks #33398 and #33399 and EFT's in the amount of \$67,142.00 and Claims Checks #33400 through #33439 and EFT's in the amount of \$66,631.20 for a Grand Total of \$133,773.20.

Liquor License Renewals: Tenino 1776 Bar & Grill

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

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

- [4.](#) The Building Department requesting to add a line for re-inspection fee of \$125.00 for building officials to go back out on site to visually inspect correction.

Recommended Action: Motion to approve amendment of re-inspection fee.

5. Tenino Eagles #564 request to waive the Special Event Application Fee.

The Car Show is being held on August 23, 2025, they are requesting to close part of Howard Street S and Central Avenue including the Eagles parking lot to include a beer garden and live band.

Recommended Action: Motion to approve waiving the fees for the Tenino Eagles Car Show.

6. Chamber of Commerce is requesting Mayor and Council to waive the Special Events fee and deposit for the Oregon Trail days 2025.

Recommended Action: Motion to approve waiving the fees for the Oregon Trail days 2025.

RESOLUTIONS

ORDINANCES

REPORTS

7. Outside Agency

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

8. 13. Committees/Commissions

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

9. 14. Staff

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

6) Mayor

10. 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:

2. Approval of Minutes

Recommended Action: Motion to approve the 6/24/2025 minutes as presented.

City Council Meeting Tuesday, June 24, 2025

Minutes

WORK SESSION

CALL TO ORDER

Councilmember Linda Gotovac convened the work session at 6:30 PM with:

PRESENT

Councilmember Linda Gotovac
Councilmember Elaine Klamn
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Jeff Eisel

AGENDA APPROVAL

2. Agenda Approval for 6/24/25

Recommended Action: Motion to approve the 6/24/2025 agenda as presented.

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

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

Motion passes 5/0.

APPROVAL OF MINUTES

3. Approval of Minutes

Recommended Action: Motion to approve the 6/10/2025 minutes as presented.

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

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
Council member Lawton, Councilmember Eisel

Motion passes 5/0.

CONSENT CALENDAR

4. Consent Calendar for June 11, 2025 through June 24,2025 consisting of:

Payroll EFT's in the amount of \$43,825.26 and Claims Checks #33378 through # 33397 and EFT's
in the amount of \$34,058.48 for a Grand Total of \$77,878.74.

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

EXECUTIVE SESSION

None

PRESENTATIONS

- 5. Pam Light would like to present a check to the City on behalf of the Splash Bash Committee for the Quarry Pool as well as a check to the City (Jessica Reeves-Rush) for Family Fun Day.

Recommended Motion: Motion to approve acceptance of the donations.

Pam Light presented \$400 in support of the Library for the summer reading program as a Quarry Pool pass incentive.

Pam thanked Linda McKenna from the Timberland Library. Linda did a visit to the Parkside Elementary to present the reading program and the incentive prize of a pass to the quarry pool. Thanking the Splash Bash Committee

Tenino Splash Bash Committee and the Park Foundation of Thurston County presented a donation of \$9,000.00 grant of funds to support the City of Tenino operations and Quarry Pool and \$1,000.00 for Tenino Family Fun day for the 2025 other operations as well as the Family Fun Day.

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

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

Motion passes 5/0.

PUBLIC COMMENTS

None

PUBLIC HEARING

None

PROCLAMATIONS

None

OLD BUSINESS

None

NEW BUSINESS

- 6. Discuss and review recent 2023 Audit Report.

Recommended Action: Move to approve the and accept the 2023 Audit Report and cities response.

Treasurer Reddick the one for the regular Audit, financial statement and load. She has a written response to send to the auditors on Friday or the following Monday. We will also have a finding for our single audit CDBG Grant, we failed to have language in the contracts for that with our subcontractors regarding prevailing wage. Those will be the two finding for the 2023 audit year. Councilmember Eisel responded with concerns in the statement in the financial report response regarding the clause "the cause of condition". His concern with the statement of the City having recent turnover in key positions and employees responsible for financial oversight having a lack of experience and training in financial reporting, as such employees did not make the cities management and council aware of the cities poor financial health. He does not agree with not stating that it was management and council who are responsible for the oversights and should not be blamed solely on the employees as he feels the statement represents. He has requested that response be amended with acknowledging that the management and council be addressed as accountable for the oversights and the cities financial health. Treasurer Reddick agreed if she were to edit the response that the councilmember please email the requested edits to be discussed with the Mayor before amending. We need to have this 2023 Audit response turned in on 7/2/25. Councilmember Gotovac agrees with the response and supports sending it as is. It was agreed to edit the response to include management and council to be included in the fault. Mayor Watterson confirmed that he read the response and would like to have the letter sent as is for the 2023 report and when we move to the 2024 report we can address the concerns further. Treasurer Reddick states the findings are pretty black and white, the city as at fault for the incorrect reporting. Councilmember O'Callahan agrees that the Mayor sign the response and approve it to be sent. Treasurer Reddick will go through the report and edit any wording placing the blame on employees except for the the Council, Mayor and the Treasurer as the responsible party for the reporting that was inaccurate. It was stated the Auditors Office only puts the responsibility on the City as a whole, not individual employees.

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

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

Motion passes 5/0.

7. Transportation Improvement Board "Consultant Supplemental Agreement"

Recommended Action: Move to approve the TIB's Consultant Supplemental Agreement.

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

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

Motion passes 5/0.

8. 2025-2045 Tenino Comprehensive Plan Draft

Recommended Action: Motion to approve the draft of the Tenino Comprehensive Plan.

9. Bob Shaw - request for refund/credit to account due to leak.

Recommended Action: Move to approve or deny the request for bill reduction due to a leak under the house.

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

Voting Nay: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel.

Motion denied 5/0.

RESOLUTIONS

None

ORDINANCES

None

REPORTS

10. Outside Agency

3) South Thurston Economic Development Initiative (STEDI) - Councilmember O'Callahan reported that George Sharp from the EDC spoke about the tours that were given by the Arts Commission. There will not be another meeting until the end of September.

5) Timberland Regional Library - Linda McKinney, the coordinating librarian for the South Thurston Region of the Timberland Library. Still in the process of hiring a replacement for Nate, things are going smoothly. The Tumwater Library is reopening on Saturday 6/28/25. Summer library program is going terrifically, they have programs all the time and this Thursday 6/26/25 is Crafternoon from 3:30PM-4:30PM for adults. This Friday 5/27/25 from 5:30PM-7PM is Family Movie at the Library. Fairly new is a walking club for adults that is the first Tuesday of the Month. Thank you to the Splash Bash committee.

11. Committees/Commissions

2) Finance Committee - Clerk Reddick

3) Planning Commission - Commissioner Carney addressed the Comprehensive Plan, it is not finished yet. Tonight was supposed to be an overview from our planners as to what the Comprehensive Plan is looking like. Malissa from SCJ was sick and unable to attend and present. A copy of the plan and presentation was provided to the Council and will be presented and discussed at a later time. Council requested hard copies of the Comprehensive Plan. It is still completely in draft form and has not been presented to the Council. It is estimated to have a presentation in the next month. Before the plan is voted on it will be presented and will have public comment, there will be a notice that goes out. The estimate would be in August, the vote would potentially voted on at the end of that meeting.

12. Staff

4) PARC Specialist - Jessica Reeves-Rush reported the success of Family fun day most of the volunteers and the vendors showed. The Quarry Pool is officially open and we have a lot of new staff. Mentioned that she has been on the Norseman property and the trails are getting cleared and it is looking amazing, we are not ready to present it yet. There is a future project for Disc Golf that will be put in unutilized areas in the park. We are almost ready to break ground for the COAF for the Ballfield Grant. We were awarded the Basketball and Pickleball grant. Good things will be happening in the park.

13. Liaisons

4) Tenino School Board - Councilmember Lawton stated that School is out. Councilmember Eisel spoke about recent conversation with students and suggested that the Quarry Pool be open more so the students had more opportunity while school is out to keep occupied. It was quickly discussed and that it requires lifeguards and staff to entertain the idea and would have to have a plan in place if the City were to potentially add additional days to have the pool open.

PUBLIC COMMENTS 2

None

ANNOUNCEMENTS

None

ADJOURNMENT

Councilmember Gotovac adjourned the meeting at 7:46PM

File Attachments for Item:

3. Consent Calendar for June 24, 2025 through July 8, 2025 consisting of Payroll Checks #33398 and #33399 and EFT's in the amount of \$67,142.00 and Claims Checks #33400 through #33439 and EFT's in the amount of \$66,631.20 for a Grand Total of \$133,773.20.

Liquor License Renewals: Tenino 1776 Bar & Grill

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

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2114	06/25/2025	Payroll	5	EFT	WA State Dept of Retirement Systems	335.00	Pay Cycle(s) 06/20/2025 To 06/20/2025 - Deferred Comp
2132	06/27/2025	Claims	5	EFT	Excise WA State Dept Of Revenue	2,392.16	06-2025 Utility Excise tax
2165	07/05/2025	Payroll	5	EFT	Robert A Auderer	2,819.58	
2166	07/05/2025	Payroll	5	EFT	Veronica A Barnes	2,453.09	
2167	07/05/2025	Payroll	5	EFT	Miles Cannon	2,008.44	
2168	07/05/2025	Payroll	5	EFT	Troy LK Cannon	3,020.75	
2169	07/05/2025	Payroll	5	EFT	Jessica Davis	1,580.70	
2170	07/05/2025	Payroll	5	EFT	Brent L Gibbs	3,048.44	
2173	07/05/2025	Payroll	5	EFT	Aaron Lee	4,550.43	
2174	07/05/2025	Payroll	5	EFT	Amy Levanel	519.90	
2175	07/05/2025	Payroll	5	EFT	Josiah Marzolf	488.49	
2176	07/05/2025	Payroll	5	EFT	Alec C McClelland	4,270.01	
2177	07/05/2025	Payroll	5	EFT	Kylie (Tobias) Mumma	298.79	
2178	07/05/2025	Payroll	5	EFT	Cole Plaja	1,979.01	
2179	07/05/2025	Payroll	5	EFT	Jason M Plaja	2,721.53	
2180	07/05/2025	Payroll	5	EFT	Piper Quarnstrom	63.74	
2181	07/05/2025	Payroll	5	EFT	Nancy Reddick	2,754.55	
2182	07/05/2025	Payroll	5	EFT	Jessica Reeves-Rush	1,309.28	
2183	07/05/2025	Payroll	5	EFT	Maria Rodriguez	2,512.37	
2184	07/05/2025	Payroll	5	EFT	Eden E Rush	470.10	
2185	07/05/2025	Payroll	5	EFT	Wyatt Sweet	349.12	
2186	07/05/2025	Payroll	5	EFT	Christine Vermeer	503.98	
2187	07/05/2025	Payroll	5	EFT	Jeffrey A Eisel	136.66	
2188	07/05/2025	Payroll	5	EFT	Linda Gotovac	136.66	
2189	07/05/2025	Payroll	5	EFT	Effie E Klamn	136.66	
2190	07/05/2025	Payroll	5	EFT	Jason A Lawton	136.66	
2191	07/05/2025	Payroll	5	EFT	John J O'Callahan	227.77	
2192	07/05/2025	Payroll	5	EFT	David A Watterson	366.68	
2236	07/08/2025	Payroll	5	EFT	AWC Benefits Trust	12,733.74	Pay Cycle(s) 06/01/2024 To 06/30/2024 - AWC; Pay Cycle(s) 07/05/2025 To 07/05/2025 - AWC
2237	07/08/2025	Payroll	5	EFT	Internal Revenue Service	14,336.37	941 Deposit for Pay Cycle(s) 07/05/2025 - 07/05/2025
2171	07/05/2025	Payroll	5	33398	Gabe Hart	459.17	
2172	07/05/2025	Payroll	5	33399	Ross H Kershaw	414.33	
2259	07/08/2025	Claims	5	33400	ALS Group USA, Corp	1,550.00	
2260	07/08/2025	Claims	5	33401	Greg Albrecht	598.80	
2261	07/08/2025	Claims	5	33402	Justine Capra	262.50	
2262	07/08/2025	Claims	5	33403	Centralia OK Tire	304.64	
2263	07/08/2025	Claims	5	33404	Cintas Corporation	136.46	
2264	07/08/2025	Claims	5	33405	Correct Equipment	334.17	
2265	07/08/2025	Claims	5	33406	Dille Law, PLLC	1,504.50	
2266	07/08/2025	Claims	5	33407	Duni Sanitation	815.00	
2267	07/08/2025	Claims	5	33408	ERA	734.98	
2268	07/08/2025	Claims	5	33409	Enviro-Clean Equipment Inc	60.87	
2269	07/08/2025	Claims	5	33410	Emily Evans	28.00	
2270	07/08/2025	Claims	5	33411	Sarah Gaden	302.40	
2271	07/08/2025	Claims	5	33412	Gibbs & Olson Inc	12,823.50	
2272	07/08/2025	Claims	5	33413	H D Fowler Co	1,386.12	
2273	07/08/2025	Claims	5	33414	Jennifer Hurley	150.00	
2274	07/08/2025	Claims	5	33415	Internal Revenue Service	1,489.99	
2275	07/08/2025	Claims	5	33416	J & I Power Equip	140.14	
2276	07/08/2025	Claims	5	33417	Lewis County Chemical	197.91	

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2277	07/08/2025	Claims	5	33418	Procom	78.00	
2278	07/08/2025	Claims	5	33419	Puget Sound Energy	3,941.60	
2279	07/08/2025	Claims	5	33420	Quill	19.91	
2280	07/08/2025	Claims	5	33421	RTS Enviromental LLC	5,500.00	
2281	07/08/2025	Claims	5	33422	Nancy Reddick	42.76	
2282	07/08/2025	Claims	5	33423	Jessica Reeves-Rush	26.98	
2283	07/08/2025	Claims	5	33424	Right Systems Inc	8,923.92	
2284	07/08/2025	Claims	5	33425	T-Mobile	696.71	
2285	07/08/2025	Claims	5	33426	TRPC	32.70	
2286	07/08/2025	Claims	5	33427	Taurus Power & Control	5,192.77	
2287	07/08/2025	Claims	5	33428	City Of Tenino	1,391.60	
2288	07/08/2025	Claims	5	33429	Thurston Co Economic Dev Council	2,500.00	
2289	07/08/2025	Claims	5	33430	Thurston Co Sheriff	6,250.00	
2290	07/08/2025	Claims	5	33431	Thurston Co Treasurer	25.36	
2291	07/08/2025	Claims	5	33432	Hayley Tresenriter	20.00	Additional refund of \$20 for non-profit rate
2292	07/08/2025	Claims	5	33433	Utilities Underground Location	10.80	
2293	07/08/2025	Claims	5	33434	Karen Valenzuala	50.40	
2294	07/08/2025	Claims	5	33435	Brian Von Clück	4,947.49	
2295	07/08/2025	Claims	5	33436	WA State Treasurer	1,045.12	
2296	07/08/2025	Claims	5	33437	Wells Fargo Vendor Fin Serv	465.14	
2297	07/08/2025	Claims	5	33438	Wilson Parts Corporation	107.80	
2298	07/08/2025	Claims	5	33439	Kassandra Wilson	150.00	
						76,308.19	
001 General Government Fund #001						76,308.19	
002 Quarry Pool Fund #002						5,291.30	
101 City Street Fund #101						4,777.64	
310 Municipal Capital Imp Fund 310						10,012.50	
401 Water Fund						7,130.56	
410 Sewer Fund						30,253.01	
						133,773.20	
						Claims:	66,631.20
						Payroll:	67,142.00



NOTICE OF LIQUOR LICENSE APPLICATION

RETURN THIS NOTICE TO: LAresponse@lcb.wa.gov

DATE: 7/7/2025

TO: 3400R OF TENINO/CITY OF TENINO

RE: New License Application

UBI: 6059002470010001

License: 440581 - 20

Trade Name: TENINO 1776 BAR &
GRILL

Loc Addr: 237 SUSSEX AVE W
TENINO WA 98589-9360

Mail Addr: 17203 LEITNER RD SW
ROCHESTER WA 98579-9406

Phone No.: 360-951-4096

APPLICANTS:

HAMFAM UNLIMITED, LLC

SARAH R HAMBLIN, 05/19/1990

PHILLIP HAMBLIN, 09/13/1989

Privileges Applied For:

S/B/W Restaurant Lounge (-)

As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to provide input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time.

If you need information on SSN, contact our CHRI desk at (360) 664-1724.

YES NO

1. Do you approve of the applicant?

2. Do you approve of the location?

If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the

File Attachments for Item:

4. The Building Department requesting to add a line for re-inspection fee of \$125.00 for building officials to go back out on site to visually inspect correction.

Recommended Action: Motion to approve amendment of re-inspection fee.

CITY COUNCIL AGENDA STAFF REPORT

Council Meeting Date: July 8, 2025
Agenda Item Number: _____

Originator: Maria Rodriguez
Title: Clerk

Discussion Action Required

Department: Building Dept

Old Business New Business Resolution Ordinance Public Hearing

Subject: 25-03 Fee Schedule

Comments:

Add line for re-inspection fee of \$125 for building officials to go back out on site to visually inspection correction.


Staff Recommendation:

File Attachments for Item:

5. Tenino Eagles #564 request to waive the Special Event Application Fee.

The Car Show is being held on August 23,2025, they are requesting to close part of Howard Street S and Central Avenue including the Eagles parking lot to include a beer garden and live band.

Recommended Action: Motion to approve waiving the fees for the Tenino Eagles Car Show.

	<p style="text-align: center;">City of Tenino <u>Parades/Special Events Application</u></p> <p style="text-align: center;">149 S Hodgden St. South P O Box 4019 Tenino, WA 98589 (360) 264-2368</p>
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Organization: Eagles #564

Contact Person: Christian Slinkard

Address: 349 Sussex Ave W Tenino Wa 98589

Telephone 360-464-8591 Fax _____

Email rightwaypaintingllc@gmail.com

It is respectfully requested that a special event permit be issued to the above-named organization.

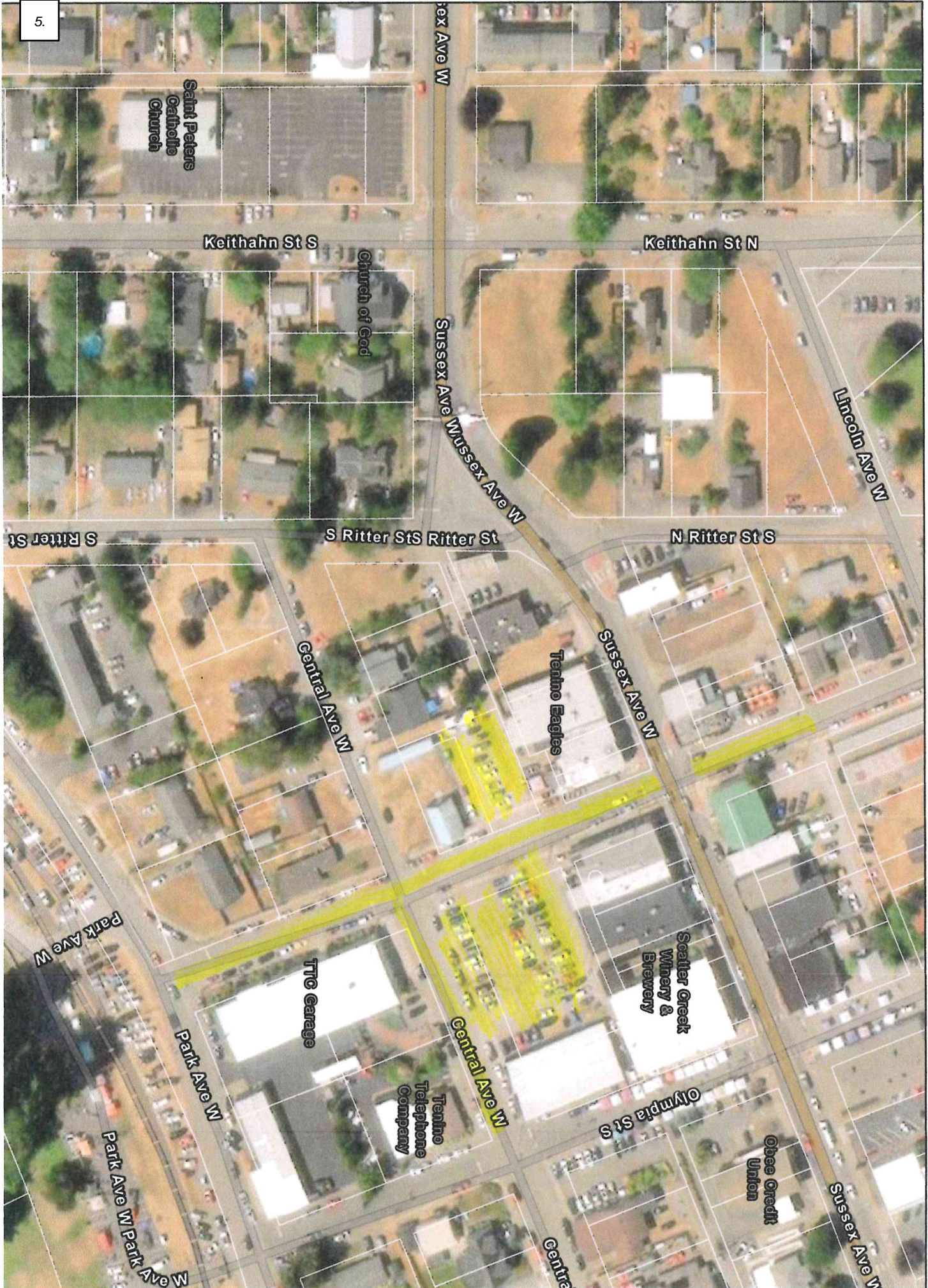
The following items of information are submitted:

- (1) Purpose of the special event/exhibition is: Car Show
- (2) Description of organizing group: Eagles #564
- (3) Date and time of special event/exhibition: August 23rd 2025 8am-10pm
- (4) There will be an estimated ___ persons, ___ animals, ___ floats, and motor vehicles participating or engaging in the special event/exhibition.
- (5) Place, area, route or location, as applicable to the special event/exhibition: (Please attach a map or describe)
See Attached

(6) What portion of the sidewalks and streets indicated will be occupied by the special event/exhibition: 100%

- (7) Please provide 3 references and dates of last 3 events/exhibitions:
- 1) Annual Christmas Party for the Chamber of Commerce
 - 2) Oregon Trail days Parade attendees
 - 3) Fundraiser Events

(8) Are any temporary structures going to be erected? Yes ___ No ___ If yes, you must attach plans indicating clearly the (a) type of construction, (b) seating arrangements, (c) aisle arrangements, (d) structural details and calculations of the seats and supports and (e) location of all exits.



Tenino Eagles #564
P.O. Box 538
Tenino, WA 98589
Phone: 360-264-2366
Email: T9oEagles564@scattercreek.com

July 1, 2025

Tenino City Council
City of Tenino
149 Hodgden Street S
Tenino, WA 98589

Dear Honorable Members of the Tenino City Council,

On behalf of the Tenino Eagles #564, I am writing to respectfully request a waiver of the special event application fees for our upcoming **First Annual Car Show**, which will be held on **Saturday, August 23, 2025**, in downtown Tenino.

As a nonprofit, community-focused organization, the Tenino Eagles are committed to supporting local residents, veterans, youth programs, and families in need. This car show is a new initiative designed to bring our community together in a fun, family-friendly environment while raising funds for those we serve.

We believe this event will bring positive attention and increased foot traffic to our town, benefiting local businesses and showcasing the spirit of Tenino. Given the nature and mission of this event, we kindly ask the City Council to consider waiving the standard application fees, which would help us allocate more resources directly toward event programming and community outreach.

We are happy to comply with all city regulations and work closely with staff to ensure a smooth and safe event. Your support in waiving the event fees would be deeply appreciated and would go a long way toward helping us launch this annual tradition.

Thank you for your time and consideration. Please feel free to reach out to me directly if you have any questions or need further information.

Sincerely,
Christian Slinkard "Vice President"



Event Coordinator
Tenino Eagles #564
rightwaypaintingllc@gmail.com
360-464-8591

File Attachments for Item:

6. Chamber of Commerce is requesting Mayor and Council to waive the Special Events fee and deposit for the Oregon Trail days 2025.

Recommended Action: Motion to approve waiving the fees for the Oregon Trail days 2025.

Tenino Area Chamber of Commerce

June 24, 2025

Mayor David Watterson
Tenino City Council Members
City of Tenino
149 Hodgen Street
P.O. Box 4019
Tenino, WA 98589

Dear Mayor Watterson, Council Members and Staff:

We are very excited for this year's Tenino Oregon Trail Days. It is scheduled to take place July 25-27, 2025.

We thank you in advance for your help and support for a successful 2025 Oregon Trail Days. As in past years, we appreciate all the support of the City of Tenino including elected officials, administration, public works and the police. We are asking again for your support and partnership in hosting Oregon Trail Days at Tenino City Park and the Parade on Sussex Avenue. In past years, the City as a partner in hosting Tenino Oregon Trail Day has graciously waived all permit fees and staff costs associated with the event, this year the Chamber is financially able to pay a permit fee up to \$850.00 same as 2024 to help offset any fees you would not be collecting for park and Quarry House use. We would like to have the same set up last year with the ballfields hosting the Rock Show, Dutch Oven Society, Rendezvous and Cascadien's Tents and 25 Hands on Activities for families to enjoy. We would like to use the Quarry House again for the Quilt Show. We would like to have access to water again near bath house. We would like to have more exhibitors near the front of the Quarry House and in the grass field in front of the pool area.

Please find attached our City of Tenino Special Events/Parade Application, map of layout, and checklist for the event.

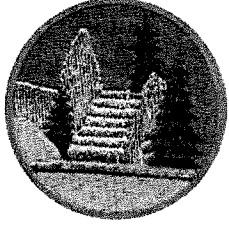
Please let me know if you have any questions and we look forward to working with you and your team to coordinate a successful festival that we can all be proud of for our citizens and visitors to enjoy.

Sincerely,



Cheryl Pearce
President

Tenino Area Chamber of Commerce
P. O. Box 506
Tenino, WA 98589

	<p style="text-align: center;">City of Tenino <u>Parades/Special Events Application</u></p> <p style="text-align: center;">149 S Hodgden St. South P O Box 4019 Tenino, WA 98589 (360) 264-2368</p>
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Organization: Tenino Area Chamber of Commerce

Contact Person: Cheryl Pearce George Sharp

Address: P.O. Box 506

Telephone 360-790-2734 Cheryl, 360-878-3835 George Fax

Email cherylp363@gmail.com chamber@teninoacc.org

It is respectfully requested that a special event permit be issued to the above-named organization.

The following items of information are submitted:

(1) Purpose of the special event/exhibition is: To hold Oregon Trail Days

(2) Description of organizing group: Chamber of Commerce

(3) Date and time of special event/exhibition: July 25-27 9am-6pm daily
(reserve ball fields July 24-27)

(4) There will be an estimated 13,000 persons, 40 animals, 8 floats, and 50 motor vehicles participating or engaging in the special event/exhibition.

(5) Place, area, route or location, as applicable to the special event/exhibition: (Please attached map or describe)

(6) What portion of the sidewalks and streets indicated will be occupied by the special event/exhibition: N. Custer Street onto Sussex to West to McArthur Street, Streets around Park, Olympia Street

(7) Please provide 3 references and dates of last 3 events/exhibitions: _____

- 1) City of Tenino Oregon Trail Days 2024
- 2) The Kodiak Room Several dates in 2020-2024
- 3) Tenino Eagles 2021-2024

(8) Are any temporary structures going to be erected? **Yes** x **No** If yes, you must attach plans indicating clearly the (a) type of construction, (b) seating arrangements, (c) aisle arrangements, (d) structural details and calculations of the seats and supports and (e) location of all exits.

(9) Is any open flame going to be used within the structure? Yes ___ No x If yes, what precautions are to be taken to render it safe? _____

(10) What provisions have been made for sanitary facilities for persons using the premises? We are using Duni Sanitation for Portable Restrooms and Wash Stations

Will you deposit with the City Clerk at or before the time of the special event/exhibition a surety or cash bond for \$500.00 (Ordinance #___) conditioned upon holding the City harmless from all liabilities or causes of action? Yes x No _____

(11) Will you furnish evidence to the City Clerk at or before the special event/exhibition that a public liability insurance policy in the amount of not less than \$50,000 for one person and \$300,000 for any one accident will be in effect during the time the structure is to be occupied as a place of assembly?

Yes X No _____

(13) The undersigned has authority to execute this application and the requesting organized group, unincorporated association of persons, partnership or corporation promises and agrees to abide by all the terms and conditions of the special event/exhibition permit issued, and to abide by all the rules and regulations of the City of Tenino.

(14) The undersigned agrees to abide by the laws of the State of Washington and the Laws and Ordinances of the City of Tenino, and further agrees to hold the City of Tenino, their elected officials and their employees or agents harmless and to indemnify them from any and all claims or causes of action arising by reason of the negligent acts or omissions by the individual stated herein or their agents with respect to their usage of city property and participation in this event. Said individual also assumes all legal responsibility for their own negligence or omissions in regard to other participants in this event.

Cheryl Keiser

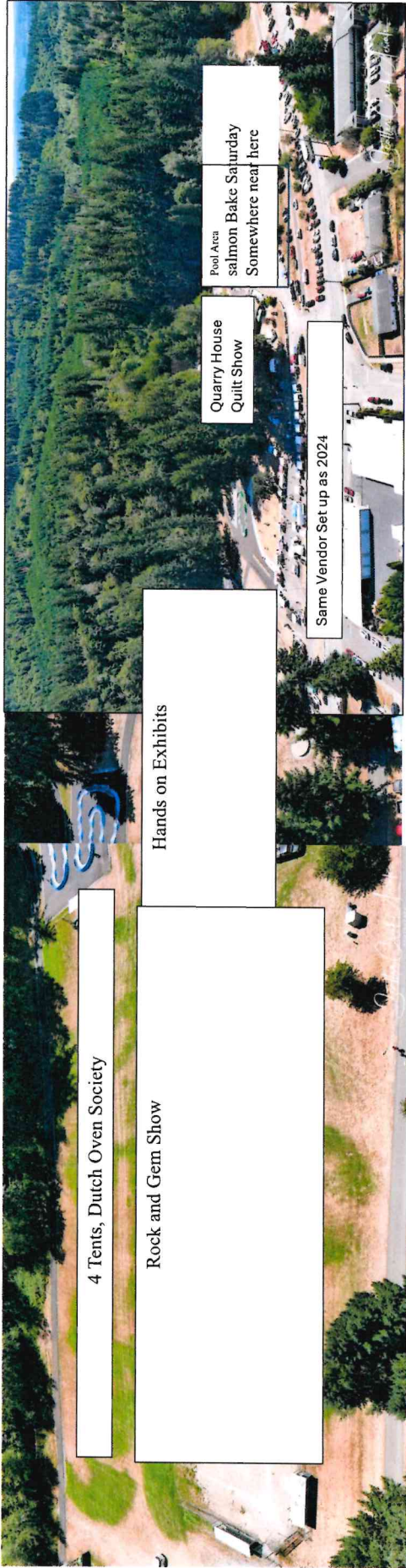
Signature of Applicant

Together with any supplementary information as may be required by the City of Tenino, this form must be filed with the office of the City Clerk, (Mailing – P.O. Box 4019, Tenino, WA 98589) 149 S. Hodgden Street, Tenino, WA 98589 not less than 60 days prior to the special event/exhibition date to insure proper processing.

Please answer all questions. If they do not apply, put N/A. Thank You.

Department approvals:

Administration: _____ Finance: *[Signature]* Police: *RA*
PARC: *JMR* Public Works: *[Signature]* Clerk Treasurer: *[Signature]*



Tenino Oregon Trail Days 2025

We would like to use the ball fields again July 23-25 to set up and during the Festival July 25-27. This will include the Rock Show, Dutch Oven Society, Rendvous and Cascadian Tents and 25 hands on exhibits in Pop Up Tents. We will be putting stakes into the ground?

We would like to have the Salmon Bake again on Saturday near the pool area on the gravel and grass area.

We would like to use the Quarry House again July 24 (set up) July 25-27 for the Quilt Show

We would like to use the Quarry Stage and area right in front of it.

We are working with the Depot Museum on the Oregon Trail Experience Exhibits and 50th Anniversary of the move of the Museum Questions? Contact George Sharp, 360-878-3835

2025 Oregon Trail Days & City of Tenino Check List			
People and Day of activity	Item	Name	Cell phone
City Contacts during the festival:			
Mayor Watterson		Mayor Watterson	
Nancy Reddick		Nacy Reddick	
Jessica Rush		Jessica Rush	
Public Works- Brent Gibbs		Brent Gibbs	
Public Works-Cole Plaja		Cole Plaja	
Public Works-?		?	
Police- Maria Rodriguez		Maria Rodriguez	
Police on-duty-?		?	
Fire and Ems		Sierra Seward	
Fire and Ems		?	
Oregon Trail Days Contacts	see below		
Cheryl Pearce	President	360-790-2734	
George Sharp	OTD Coordinator	360-878-3835	
Jody Stoltz	Vendor Coordinator	360-688-3277	
Bob Hill	Pioneer Village Coordinator	360-292-3573	
Dan DeBoer	Rock and Gem Show Coordinator	360-584-0901	
Tianne Curtis	Lions Parade Coordinator	360-480-6870	
Amy Tripp	Quilt Show Coordinator	509-818-8203	
Monday	Public Works Shut off Water		
Monday or before	Public Works Mow grass		
Monday or before	Public Works Mark sprinklers		
Monday	Paint Fire Lanes? Who does this?		
Wednesday	Bob and Dan Chalk Setup lines		
Wednesday	Pioneer Village move in		
Wednesday	George put up no-parking signs for parking lot		
Thursday	Public Works set up running water for Dutch Oven Society and Rock and Gem Show		
Thursday	Chamber Set up Chamber Tent by Pool area		
Thursday	Public Works Can we get picnic tables under chamber tent?		
Thursday	Gem Rock Show move in		
Thursday	Food Vendors move in		
Thursday	Arts and Craft Vendors move in		
Thursday	Dumpster arrives (Same Location as last year)		
Thursday	Port O Potties arrived		
Thursday	Covered Wagons arrive at Depot Museum		
Thursday	Museum Setup exhibits		
Thursday	Public Works 7am Put up cones/barricades to park entry of parking lot and to Pool, Quarry House, Museum		
Thursday	Chamber put up signage: No parking, ADA, Information, Restrooms, Schedule, No Entry -near concession stand toward OTD		
Thursday	Public Works set up garbage cans		

6.

Thursday	Chamber chalk parking lines in grass areas by the road		
Thursday	Quilt Show Set up Quarry House		
Thursday	Jody and crew sets up the information center		
Friday	Festival begins 9am-6pm		
Friday night	Police walk through?		
Saturday	Salmon Bake moves in near gravel/grass area by pool		
Saturday	Parade Day		
What does public works and police do to set up for the Parade? Lions club to provide traffic control	Road closure signs, Custer, also Olympia street by shed for Parade announcers		
Saturday	Set up announcers stand, equipment	George	
Place chairs near Heddens pharamcy for Gold Star Families		?	