

**CITY OF TENINO**  
**Minutes of the Council Work Session**  
**Council Chambers**  
**June 28, 2011**

**Work Session at 6:30 p.m.**

**Council members present:** Frank Anderson, Bret Brodersen, Rebecca Foster, Dawna Kelley-Donohue and Phil Simmons. Absent: Mayor Kenneth A. Jones.

**Staff present:** Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director and Betty Garrison, City Clerk-Treasurer.

Council reviewed the information distributed, and Vouchers  
Informal discussions

Proposed changes to the Sign Code/ Ordinance No. 792 – Council agreed by consensus that under 18B.30.130.S.2.a “20%” should be changed to “15%” and that this should be brought forward on the July 12, 2011 regular meeting agenda.

**CITY OF TENINO**  
**City Council Regular Meeting Minutes**  
**Council Chambers**  
**June 28, 2011**

1) **CALL TO ORDER:** Mayor Pro-tem Brodersen called the meeting of the Tenino City Council to order at 7:30 p.m. on June 28, 2011.

**COUNCIL:** Present: Frank Anderson, Bret Brodersen, Rebecca Foster, Dawna Kelley-Donohue and Phil Simmons. Excused absence: Mayor Kenneth A. Jones

**STAFF:** Dave Dafoe, Public Works Director; Ron Kemp, Development Services Director and Betty Garrison, City Clerk-Treasurer.

**FLAG SALUTE:** Council member Kelley-Donohue led the pledge of allegiance.

2) **AGENDA APPROVAL:** Council member Kelley-Donohue moved to approve the amended agenda. Council member Anderson seconded the motion. The motion carried, 5-0.

3) **APPROVAL OF MINUTES:** Council member Kelley-Donohue moved to approve the Minutes of the June 14, 2011 Work Session and Regular Meeting. Council member Foster seconded the motion, which carried, 5-0.

4) **CONSENT CALENDAR:**

- a) June 28, 2011 Vouchers
- b) Liquor License Renewal for Scotty “B’s”

Council member Kelley-Donohue moved to approve the Consent Calendar consisting of June 15 through June 28, 2011 Vouchers – Payroll Checks # 6780 through # 6800 in

the amount of \$31,501.98, Claims Checks # 21477 through # 21514 in the amount of \$510,156.10 and the Liquor License Renewal for Scotty “B’s”. Council member Foster seconded the motion. The motion carried, 5-0.

5) **PUBLIC COMMENTS:** None.

6) **PUBLIC HEARING:**

a) Six Year Transportation Improvement Plan – Mayor Pro-tem Brodersen called the Public Hearing to order. Public Works Director Dafoe reviewed the changes this year due to the completion of projects over the past year. He reviewed the projects listed including the projects utilizing the new funding from Thurston Regional Planning Council. Mayor Pro-tem Brodersen opened the floor for comments from the public. No comments were made. Mayor Pro-tem Brodersen opened the floor for comments from the Council. Council member Kelley-Donohue expressed appreciation for the time staff spent. After requesting further comments or questions and hearing none Mayor Pro-tem Brodersen closed the Public Hearing at 7:43 p.m.

7) **PRESENTATIONS:** None.

8) **REPORTS:**

a) **Staff**

Police – City Clerk-Treasurer Garrison reported for Police Chief Gallagher. The Basic Law Enforcement Academy is scheduled to start on July 12<sup>th</sup>. Officer Taylor and Officer Palecki are both scheduled to attend pending their passing the Physical Agility Tests tomorrow. Per AWC it appears that the tuition, ammunition, room and board costs for both attendees’ will be closer to \$4,500.00 rather than the originally anticipated \$6,400.00. The Chief is on vacation for the next two weeks and left specific directions for his department, he is available via telephone while he is out of the area. The Department will be participating in an emphasis patrol this week-end and they are getting ready for STP and Oregon Trail Days.

Public Works – Public Works Director Dafoe reported that the STP Bike Run will be on July 9<sup>th</sup> and they will again be utilizing the trail through the Park. He reported that DOT plans to do the grinding on Sussex Avenue on July 14, 2011; there will be No Parking on Sussex and some side streets. The project to remove the diseased trees started Monday, June 27, 2011. Five additional trees have been identified to have rot in the stumps or conks on the side of the trees. Ron’s Tree Service has 40 Western Cedars to donate to the City and they will help plant them. Volunteers are invited to help plant trees probably on STP week-end, contact City Hall if you are interested. The Pool is being filled, probably won’t be ready to open until July 6<sup>th</sup>. Public Works installed a new meter to accurately record the water used for the Pool.

Development Services – Development Services Director Kemp reported the Septic Abandonment Phase of the Sewer Project is well ahead of schedule with 180 systems completely abandoned and 20 partially done. In addition, homeowners have abandoned 12 systems. Currently the average total cost for abandonment per system is \$473.80. The crew is doing well. Building permit applications remain slow but the electronic archiving of the older building permits is progressing. It is interesting to look back in time through documentation of building permits and reflect on the growth in Tenino. The sign code will come before Council July 12, 2011 for action.

b) **Commissions** –

Planning Commission – Chair Paul Donohue reported the Commission met last Thursday, however there was not a quorum to conduct business. They took testimony from the public.

Administration/Finance – Clerk-Treasurer Garrison reported Washington State Auditor's Office has contacted the City and the Annual Audit will be starting on July 5<sup>th</sup>. The City was also notified that effective July 1, 2011 the Auditor's rates will be increasing by 6.5%. Thurston County Auditor Kim Wyman's Office has requested time on the Council Agenda on July 12<sup>th</sup> to present information regarding the re-districting. Council member Simmons was at the AWC Conference and carried the City Flag in the parade of Flags; he was also present at the Awards Breakfast, where the City was recognized for our Wellness Award. Clerk-Treasurer Garrison attended the Conference and attended a number of educational sessions including sessions on practical strategies for dealing with personnel issues; Small Cities Roundtable; Municipal Court do's and don'ts; post session legislative realities; Medical marijuana; and civic identity. The short review of topics of interest – when dealing with personnel – document, document, document, be consistent and follow through with discipline; pertaining to Medical marijuana - the City took appropriate action by denying the business license application for a medical marijuana dispensary, anyone regulating the marijuana business could be subject to Federal prosecution. There was a lot of information provided and a flash drive with the handouts for all the classes was provided. Through attendance at the RMSA Annual Meeting the City received a \$350.00 Loss Control Grant.

c) **Liaisons**

Solid Waste Advisory – No report.

Emergency Management – No report.

d) **Outside Agencies**

Fire Protection District #12 – Assistant Chief Janet Duncan reported a design flaw with the valves on the City owned fire truck. The District is having the issues repaired at no cost. The District is purchasing a new program called Emergency Reporting that will interface with TCOMM and track information. They will have their picnic in August.

Museum – Keith Phillips reported for the Museum. They have a computer program that they are using to list all the exhibits and they are photographing everything. They are doing live history interviews with elderly individuals in the community. Work on the Ticknor School continues to come together in pieces with the help of volunteers. They would like the low lying limbs of the fir tree trimmed so that they aren't hanging over roofs. They are removing the moss from the roof. Mr. Phillips presented a verbal request from the President of the Historical Society to authorize them to shoot the cannon during Oregon Trail Days. They wish to shoot it at noon and every hour thereafter until 4 in the afternoon. It will be packed with wadding. Public Works Director Dafoe reported that he has already talked with the crew taking down the trees in the Park and they will take care of trimming the tree limbs. The request to shoot the cannon will be put on the next Agenda, after review by the Police Chief.

Timberland Library – Mayor Pro-tem Brodersen reported on upcoming programs for the Library – July 14<sup>th</sup> and August 11<sup>th</sup> they will present *Book Find*; August 18<sup>th</sup> and 25<sup>th</sup> they will present *ePublishing: Get Published Now*.

9) **OLD BUSINESS:**

a) Request to close street for Rock Show – City Clerk-Treasurer Garrison presented this request for Council consideration. **Council member Kelley-Donohue moved to authorize the closure of Stage Street South from Friday morning, July 22<sup>nd</sup> through the afternoon of July 25<sup>th</sup>, 2011 for Washington Agate & Mineral Society Rock & Gem Show. Council member Foster seconded the motion. The motion carried 5 -0.**

10) **NEW BUSINESS:**

a) Request for Street Closure – City Clerk-Treasurer Garrison presented this request for Council consideration. **Council member Anderson moved to authorize the closure of Frost Street between Hwy 507 and Central between the hours of 6 p.m. and 9 p.m. on July 22, 2011 for an Oregon Trail Days Car Show and a waiver of fees and deposits. Council member Foster seconded the motion. The motion carried 5 -0.**

b) Quarry House Deposit Refund – Public Works Director Dafoe presented this item for consideration and presented the position from Public Works. Two Public Works employees spent 1.5 hours cleaning after the event in question. Mr. Brown presented his witness statements and testified to having cleaned the Quarry House thoroughly, leaving the building spotless. He further testified that he saw twenty cars with a large party on Sunday, he didn't know if they had access to the Quarry House or not. Council member Kelley-Donohue asked regarding the mirror being down off the wall and noted that there may be a security issue for the building. Mr. Brown stated that the mirror had not been properly installed. **Council member Simmons moved to return \$75.00 cleaning/damage deposit for the use of the Quarry House. Council member Foster seconded the motion.** Council member Anderson requested security of the Quarry House be added to the Work Session Agenda for Council consideration. He also advised Mr. Brown that only Council could have made the decision to return the deposit, in this situation. **The motion carried 5 -0.**

c) Appointment to Park Commission – Mayor Pro-tem Brodersen reported the receipt of an application for appointment to the Park Commission and Mayor Jones' intent to appoint Keith Phillips. **Council member Kelley-Donohue moved to confirm Mayor Jones' appointment of Keith Phillips to Position No. 2 on the Park Commission, the term expires on January 1, 2014. Council member Simmons seconded the motion. The motion carried 5 -0.** Mayor Pro-tem Brodersen administered the Oath of Office. Council members congratulated Mr. Phillips on his appointment and thanked him for his willingness to serve.

d) Request to transfer funds from Contingency Fund #109 to the General Fund #001 to support costs for opening the Pool - City Clerk-Treasurer Garrison presented this request for Council consideration. Council member Simmons stated that he does not agree with using the "rainy day fund" to support opening the pool. If the money isn't available the pool should remain closed, if we have money to open it for a specific number of days, then that is how many days it should be open. Council member Foster agreed with Council member Simmons. Council member Kelley-Donohue reminded everyone that the pool is the primary service offered for our youth and discussed cutting other departments instead of closing the pool. City Clerk-Treasurer reviewed the current budget situation. Mayor Pro-tem Brodersen stated that as long as the General Fund is in the black on December 31, 2011 it is okay to be in the red throughout the year. Council will just need to adjust the budget to be sure it is black on December 31, 2011. Council member Anderson suggested shutting down a week early and voiced support for the pool to be opened. He discussed decreasing the Police Department Budget due to the loss of the Bucoda Contract. He suggested monitoring expenses meeting by meeting. Council member Anderson remembered difficulty with permitting and expressed concern about losing the permit and not getting it back. He stated that this is not an emergency, so it is not right to use the Contingency Fund. Council member Kelley-Donohue suggested this is an opportunity to market the pool and target other markets where pools have been closed by other jurisdictions. Council member Simmons requested this issue be on every Agenda for further discussion. Council member Kelley-Donohue suggested closer monitoring of expenditures by other departments so that they don't spend money that should support the pool. Mayor Pro-tem Brodersen clarified her intent to get pre-authorization for all new expenditures. Council member Kelley-Donohue stated she was

looking for a mechanism to safeguard the funds for the pool. Council discussed setting up a separate fund for the pool and the need to support that fund with General Fund resources since the Pool/Park is a service provided to the citizens and does not have enough revenue to support itself. Mayor Pro-tem Brodersen suggested that discussion of setting up a separate fund for the Pool be referred to the Finance Committee. Council member Simmons asked regarding the expenses to move forward. Council discussed the expenses and the need for monitoring of costs to be reported to Council at each Council meeting. Public Works Director Dafoe offered to be more vigilant at closing the pool on slow days. Council member Simmons asked to hear from members of the audience. Mayor Pro-tem Brodersen asked for Council consensus to open the floor for public comment, and it was granted. Brooke Hamilton, 7010 Churchill Road, addressed Council suggesting increased rates, season passes, offering swimming lessons, carving out special times for lap swimmers, and better advertising. She stated that the Pool is the best thing that Tenino has going for it. Vicky Brown, Tenino, addressed Council stating that she was born and raised in Tenino and there must be a way to keep the pool open, she suggested that all staff salaries should be cut rather than closing the pool. Council member Kelley-Donohue remembered taking swimming lessons at the Quarry Pool growing up. She suggested this is an opportunity to approach people for sponsorships and donations. Hearing no further comments from the audience, Mayor Pro-tem Brodersen closed public comments.

e) Wine Venue Proposal for Oregon Trail Days – Council member Kelley-Donohue presented this request for City support of an event during Oregon Trail Days to support the Pool. Paul Donohue described the proposed Chamber event to fill the gap left by the loss of the Wine and Music Festival. This event would be held in the historical district downtown. **Council member Anderson moved to authorize the Mayor to send a letter of support to the Liquor Control Board stating no objection to the proposed Wine Tasting Event sponsored by the Chamber of Commerce between noon and 11 p.m. Council member Simmons seconded the motion.** Mr. Donohue advised Council that the Chamber would be on the next agenda asking for a waiver for the utility fees for the building to be used for the event. Council member Kelley-Donohue abstained from voting due to her position with the Chamber. **The motion carried 4-0.**

11) **RESOLUTIONS:**

a) Resolution No. 2011-16 – adopting the 2011-2017 Six-Year Transportation Improvement Plan, pursuant to RCW 35.77.010, Laws of the State of Washington – City Clerk-Treasurer Garrison presented this Resolution for consideration. **Council member Anderson moved to adopt Resolution No. 2011-16 – adopting the 2012- 2017 Six-Year Transportation Improvement Plan, pursuant to RCW 35.77.010, Laws of the State of Washington. Council member Foster seconded the motion.** Mayor Pro-tem Brodersen asked regarding the process for submitting the Six-Year Transportation Improvement Plan to the State. City Clerk-Treasurer Garrison will submit it via the new electronic filing program. **The motion carried 5-0.**

12) **ORDINANCES:** None.

13) **ANNOUNCEMENTS:**

Mayor Pro-tem Brodersen reminded Council of the Staff & Volunteer picnic Wednesday, July 13, 2011 at the Fire Department.

Mayor Pro-tem Brodersen reminded everyone of the Free Lunch Program at the School. Flyers will be sent out with the Utility Bills.

14) **ADJOURNMENT:** Hearing no further business Mayor Pro-tem Brodersen adjourned the meeting at 9:23 p.m.

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Betty J. Garrison, MMC, CPFA, Clerk/Treasurer

ATTEST:

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Bret Brodersen, Mayor Pro-tem