

**City Council Meeting
Tuesday, May 28, 2019**

Minutes

WORK SESSION

Mayor Fournier called the work session to order at 6:30 pm.

PRESENT

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

1. Resolution 2019-01 would adopt the "City Official Handbook" as the replacement for the current City of Tenino Personnel Policy Manual and any prior editions, revisions, or amendments.

<http://www.ncsl.org/research/labor-and-employment/at-will-employment-overview.aspx>

The Council continued their deliberations upon the proposed City Official Handbook. Several suggestions for improvement were put forth and a motion to amend the document were proposed for adoption during the Business Meeting immediately following the Work Session.

2. At the Administration's request, Tenino Telephone, in coordination with Ategan Technologies, has provided a proposal whereby Tenino Telephone would provide a fiber-optic based Wide Area Network connecting Tenino City Hall, the Tenino Police Department, Public Works, the Wastewater Treatment Plant, and the Quarry House. These connections would all provide 100 megabit download and upload speeds at every workstation. With respect to the Quarry House, this proposal is forward-looking and envisions a robust "Community Broadband Access Point" as part of the QH Renovation Proposal. This proposal is also timely with regard to planned upgrades at City Hall related to the City Hall renovation effort.

With respect to costs, there is no "apples-to-apples" comparison that can, at present, be made. This is because there is currently no service at the Quarry House and all other locations have a variety of download/upload speeds. What can fairly be said is that if the City were to upgrade its current Comcast-provided service to 100/100 megabit service (something that Comcast is unable to guarantee), the cost of service at each of the existing locations would double, and the City would have to pay to extend service to the Quarry House. Viewed in this light, the Tenino Telephone proposal is a lower-cost alternative to Comcast with a guaranteed level of service that Comcast is unable to match.

What Tenino Telephone proposes is unique to the City of Tenino; they have no intention of offering such service to the public. They are willing to offer this level of service to the City

because they value the relationship between the City and themselves. The City, on the other hand, is delighted to keep our money local and appreciates the value being offered.

The Council received additional background and contextual information from C/T Millard and is prepared to vote on the matter during the business session.

CALL TO ORDER

Mayor Fournier called the meeting to order at 7:30 pm and asked Commissioner Hutchings to lead the Flag Salute.

PRESENT

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

AGENDA APPROVAL

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

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

Motion passes.

APPROVAL OF MINUTES

3. Minutes from the May 14, 2019 Regular Meeting of the Tenino City Council

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

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

Motion passes.

CONSENT CALENDAR

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

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

Motion passes.

4. Payroll EFT's in the amount of \$24,084.01, Claims Checks #28254 through #28283 in the amount of \$34,945.36, for a grand total of \$59,029.37
5. New Licenses: None

Renewals: Mill Lane Winery (Business License Renewal has been attempted; B&O returns in process)

EXECUTIVE SESSION

None

PRESENTATIONS

6. Chairman of the Board of County Commissioners John Hutchings, along with Mr. Rick Thomas, Special Projects Coordinator for the BOCC, will present their proposal for a new County Courthouse.

Chairman of the Board of County Commissioners John Hutchings, along with Mr. Rick Thomas, Special Projects Coordinator for the BOCC, and County Executive Mr. Ramiro Chavez, presented their proposal for a new County Courthouse.

7. Mr. Aslan Mead, Thurston EDC, will present a brief status update on the Ag Park and will introduce Mr. Mike Peroni, Northwest Agriculture Business Center.

Mr. Aslan Mead, Thurston EDC, presented a brief status update on the Ag Park and introduced Mr. David Bauermeister, Executive Director, and Mr. Mike Peroni, Project Manager, from the Northwest Agriculture Business Center (NABC)

Mr. Bauermeister explained the vision and mission of the NABC and Mr. Peroni explained his role and how he can help the City achieve it's goals with respect to the SW WA Agriculture and Innovation Park.

PUBLIC COMMENTS

None.

PUBLIC HEARING

None.

PROCLAMATIONS

None

OLD BUSINESS

8. Councilmember Watterson wishes to have the City replace current fluorescent lights with LED's and has provided cost savings worksheets to establish the savings the City could realize. Of course, the greater good here is that the City will use less electricity, and get a better quality

product.

Councilmember Watterson presented a concept for saving both energy and money while simultaneously increasing the available light in the City's buildings. He asked that Council consider appropriating funds to replace existing fluorescent lighting with LED lighting. The renovation of City Hall should incorporate energy efficient lighting, but the Library and Police Departments should effect such replacement.

Council directed staff to begin replacing all existing fluorescent lighting with the more efficient LED's within current budget limitations in City buildings not currently scheduled for renovation.

9. Mr. George Sharp will update the Council regarding the progress made by Mayor's Creative District Task Force and where we are in the certification process.

Mr. George Sharp updated the Council regarding the progress made by Mayor's Creative District Task Force and where we are in the certification process. He described recent events, including the Fire District's hosting of the State ARTS Commission and follow-on visits by the Creative District Program Manager that have resulted in positive outcomes on the path to certification.

Motion to amend Resolution 2017-01 to incorporate new Creative District Map.

Motion made by Councilmember Gotovac, Seconded by Councilmember Watterson.

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

NEW BUSINESS

10. Tenino Telephone has provided a proposal to connect the City's properties via their fiber-optic broadband network in a cost effective manner.

The proposal includes a proposed Wide Area Network (WAN) structure that is acceptable to our current Information Technology service provider and which meets all requirements for high-speed internet, as well as JIS and CJIS systems.

Recommended Action: Move to authorize Mayor Fournier entering a three-year service commitment with Tenino Telephone to provide WAN connectivity for all City activities.

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The proposal includes a proposed Wide Area Network (WAN) structure that is acceptable to our current Information Technology service provider and which meets all requirements for high-speed internet, as well as JIS and CJIS systems.

Recommended Action: Move to authorize Mayor Fournier entering a three-year service commitment with Tenino Telephone to provide WAN connectivity for all City activities. Motion proviso includes a duty to coordinate with Council if the Tenino Telephone proposal would exceed existing service levels by more than \$300 per month.

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

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

RESOLUTIONS

11. Resolution 2019-01 would adopt the "City Official Handbook" as the replacement for the current City of Tenino Personnel Policy Manual and any prior editions, revisions, or amendments.

<http://www.ncsl.org/research/labor-and-employment/at-will-employment-overview.aspx>

Recommended action: Move to adopt Resolution 2019-01 with an effective date of July 1, 2019.

As agreed during the Work Session, the motion to adopt Resolution 2019-01 includes friendly amendments to change the following provisions:

Chapter 7, Para 3, change to read: "Whenever an employee accrues and carries-over into a succeeding year more than 120 hours of vacation leave, Supervisors shall ensure each such employee schedules a minimum of one continuous 40-hour block of vacation leave sometime in that succeeding year."

Chapter 9 shall be amended to include a new Section III, Discharge, as follows:

Discharge from employment should normally follow oral and/or written warnings previously given and made a part of the employee's personnel file.

A regular employee discharged from employment will normally be given at least two (2) weeks' notice with a letter of discharge.

However, if the infraction or situation is so serious that, in the City's sole discretion, it requires "on the spot" removal, or the employee's return to work will disrupt City operations, the Mayor shall have the authority to direct immediate discharge and the employee shall vacate the City premises and the discharge shall be effective as of the close of normal business hours on the day of discharge.

Copies of all disciplinary actions and/or termination letters shall be placed in the employee's Official Personnel File.

A final written performance appraisal will be completed for any discharged employee and placed in their Official Personnel File.

Chapter 9, para V (Resignation) shall be amended to read: "An employee should provide two (2) weeks' notice of resignation. If such notice is not given by the employee, the employee's Official Personnel File shall so indicate."

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

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

ORDINANCES

12. Ordinance 902 would adopt the proposed Verizon Franchise Agreement to become effective upon expiration of the current agreement in June of 2020.

The Ordinance has been approved by the City Attorney.

Recommended Action: Move to approve as the second reading and adopt Ordinance 902.

Recommended Action: Move to approve as the second reading and adopt Ordinance 902.

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

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

REPORTS

13. 1) Chamber of Commerce

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District

5) Library

6) Museum

1) Chamber of Commerce: AG Piano made a presentation and the Merriweather & Culpepper Circus was discussed.

2) Economic Development Council (EDC)

3) Experience Olympia & Beyond (VCB)

4) Fire District

5) Library

6) Museum: The plan to re-create the Veterans Honor Roll remains a topic of interest.

14. 1) Civil Service Commission

2) Park Commission

3) Planning Commission

4) Facade Improvement Grant Review Committee

5) Finance Committee

6) Public Safety Committee

1) Civil Service Commission: Commissioner Lamb indicated the Commission met in June to accept the resignation of Commissioner Lucas; Commissioner Jones has identified a potential replacement. Clerk Rodriguez was withdrawn from service and C/T Millard is serving in that role until a permanent replacement is found. The June meeting has been postponed until June 19. The current focus of the Commission is the publication of Civil Service Rules for the City of Tenino.

2) Park Commission

3) Planning Commission

4) Facade Improvement Grant Review Committee: Chairperson Gotovac indicated the Committee met on May 23rd and approved the grant applications submitted by Postmaster Karen Anderson and Ms. Sherry Bach on behalf of the Tenino Farmer's Market.

5) Finance Committee

6) Public Safety Committee

15. 1) Chief of Police

2) Director of Public Works

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer

6) Mayor

1) Chief of Police: Chief Swain informed the Council that the Reserve Academy has completed 9 weeks of a 19-week cycle; the Police Department received a Proclamation of Appreciation from the Thurston County Board of Commissioners for the immensely successful drug take-back

program administered by the Department; they are still working the grant process for the procurement of the scales needed to prosecute carrier enforcement operations within the City; the Department is prepping for the upcoming "special events season," beginning with the Culpepper and Meriweather Circus this coming weekend; Chief Swain successfully executed his first ever "cattle call."

2) Director of Public Works: Director Cannon informed the Council of his Department's recent activities, with special emphasis on the biosolid mitigation efforts, membrane change-out, and new Plant Operator assigned by Water/Wastewater Services.

3) City Planner / Building Official

4) City Attorney

5) Clerk/Treasurer: Discussed his written report.

6) Mayor: Informed the Council of his activities which were largely embedded with those of Chief Swain, Director Cannon, and C/T Millard. Also discussed was the acquisition and logistics pertaining to the delivery of Caboose X549 from the City of Bothel.

16. 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)

7) Transportation Policy Board

1) Bucoda/Tenino Healthy Action Team (BTHAT)

2) Community Investment Partnership (CIP): Councilmember Watterson indicated the CIP has decided which organizations will receive monetary awards, the winners will be announced in the coming days.

3) Solid Waste Advisory Board: Councilmember Watterson indicated that, for a variety of reasons, the Board is not ready to continue working their plan in satisfaction of DOE

requirements.

4) TCOMM/911

5) Tenino School Board

6) Thurston Regional PLanning Council (TRPC): Council retreat coming up soon.

7) South Thurston Economic Development Initiative (STEDI)

7) Transportation Policy Board: Board retreat coming up soon.

PUBLIC COMMENTS 2

ADJOURNMENT

Mayor Fournier adjourned the meeting at 9:37 p.m.