

**Tenino City Council Meeting
Tuesday, March 12, 2019**

Minutes

WORK SESSION

Cancelled

CALL TO ORDER

Convened at 7:30 pm

Mayor Fournier present

PRESENT

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

ABSENT

Councilmember Linda Gotovac

AGENDA APPROVAL

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

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

with the amendment of approval of Linda Gotovac's excusal.

APPROVAL OF MINUTES

1. Minutes from the Feb 26, 2019 Regular Meeting

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

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

CONSENT CALENDAR

PRESENT

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

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ABSENT

Councilmember Linda Gotovac

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

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

2. Payroll EFT's in the amount of \$52,814.68 and Claims Checks #28048 through #28094 in the amount of \$46,953.56 for a grand total of \$99,768.24

3. Liquor or Cannabis License Applications:

The Herbal Center

Liquor or Cannabis License Renewals:

Los Compadres

EXECUTIVE SESSION

PRESENTATIONS

4. The Tenino Branch of the Timberland Regional Library has a new Branch Manager: Ms. Nicole Thode

Ms Thode introduced herself to council and Mayor.

PUBLIC COMMENTS

None made.

PUBLIC HEARING -None

PROCLAMATIONS - None

OLD BUSINESS - None

NEW BUSINESS

5. When Chief Swain briefed the City Council regarding plans for a Reserve Academy, he alluded to the need for a funding mechanism that would meet the requirements of management for the tracking of expenses.

To do so correctly, the City will need to establish a new Enterprise-type fund as required by the Office of Financial Management and the State Auditor's Office. To do so will require a budget amendment and the Administration has prepared a proposed Ordinance to address these issues.

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Proposed Ordinance 900 would establish the "Reserve Academy Operating Fund," designated Fund 450, for the purpose of managing the financial obligations incident to operating a Reserve Academy. This fund, like all the City's funds, shall be maintained by the Clerk/Treasurer in accordance with the Budget Accounting and Reporting System (BARS) using the City's current financial management program (BIAS).

For the first three training cycles only, the Tenino Police Department shall use existing appropriations to establish the budget. All such expenditures shall be made from the General Fund (Fund 001) 521 (Law Enforcement) program area of the current budget and the Clerk/Treasurer shall move such amounts from Fund 001 (Program area 521) to Fund 450 via interfund transfer procedures and be shown as "revenues" in order to capture accurately the costs of the initial three iterations of the course, or until December 31, 2020, whichever comes first. These amounts shall be the historic basis for the Chief of Police to develop budgets for subsequent iterations of the course beginning in January, 2021.

The Chief of Police shall be responsible for the formulation of the Reserve Academy Operating Fund according to the timeles established by law for the development of the City's Annual Municipal Budget.

Recommended Action: Move to approve as the first reading of Ordinance 900.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to approve this as the 1st reading.

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

RESOLUTIONS

6. Resolution 2019-01 would adopt the proposed City of Tenino "City Official Handook," replacing all previous editions of the City of Tenino Personnel Policy Manual.

Recommended Action: Move to approve Resolution 2019-01 and adopt the "City Official Handbook" as the "single source" document for the management of the City's Human Resources.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson. to table until the 4/9/19 work session.

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

ORDINANCES

7. Ordinance 897 would allow the use of WATV's on City Streets.

Recommended action: Move to approve the second reading and adoption of Ordinance 897, authorizing the use of WATV's on the City Streets of Tenino.

Ordinance 897 would allow the use of WATV's on City Streets.

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

REPORTS

8.
 - 1) Chamber of Commerce
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) Fire District
 - 5) Library: Sirena Painter went over the schedule of events happening at the Library especially the May 11th Foster Care Forum happening.
 - 6) Museum
9.
 - 1) Civil Service Commission
 - 2) Park Commission
 - 3) Planning Commission
 - 4) Facade Improvement Grant Review Committee
 - 5) Finance Committee
 - 6) Public Safety Committee
10.
 - 1) Chief of Police: Chief Swain reported the National Night Out has been approved. The reserve academy is being very well received. They may have approximately 20 cadets attending. He is working on getting more help from County for follow up investigations for his Officer's.
 - 2) Director of Public Works: Director Cannon handed out a copy of the water report print out and went over it with Mayor and Council. The master meters installed are all beginning to stop working and he will need to replace. He will replace with a different company that has better meters. They installed the new sign coming into town from Tumwater. They have replaced approximately 1/2 of the street towns and have ordered more. They have cleaned the area around the new memorial wall and it looks really nice. They opened the bathrooms 3/1/19 and have already had the concession stand bathrooms vandalized. Will ask the Police Dept to lock the bathrooms at night to hopefully avoid anything else being vandalized. He has received the pool permit.
 - 5) Clerk/Treasurer: C/T Millard advised Mayor and Council that our bank Timberland had a software change last week that posed a lot of problems which we hopefully will have fixed

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soon. He did not attend the WMCA Conference this week. He has finalized some grants and is applying for some new ones as directed.

11. 1) Bucoda/Tenino Healthy Action Team (BTHAT): Councilmember Lawton reported they will be hosting an open Mic at the Coffee House this week.
- 2) Community Investment Partnership (CIP): Councilmember Watterson they looking at applications for grants.
- 3) Solid Waste Advisory Board: Councilmember Watterson reported the main topic is on the recycle issues with China no longer taking it. The plastics will most likely to thrown into the garbage.
- 4) TCOMM/911
- 5) Tenino School Board
- 6) Thurston Regional PLanning Council (TRPC)
- 7) South Thurston Economic Development Initiative (STEDI)
- 8) Transportation Policy Board

PUBLIC COMMENTS 2

None made.

ANNOUNCEMENTS

12. Notice is Hereby Given that Thurston Regional Planning Council (TRPC) invites all community members and stakeholders to review and submit comments on updates to the Agency's Public Participation Plan. Comments should be emailed to Veena Tabbutt, tabbutv@trpc.org, or mailed to:

Thurston Regional Planning Council, Suite A
2424 Heritage Court SW
Olympia, WA 98502

Those who need special accommodation to participate in this process should call the state's toll-free relay service, 711, and ask the operator to dial 360-956-7575.

The deadline for submitting comments is April 12th, 2019 at 5 pm PST.

13. Ms. Tina Torfin, President of the AUSA Lacey Subchapter, is organizing a Civic Leader Tour of the Ghost Brigade (the Army's 1st Brigade, 2d Infantry Division) at Joint Base Lewis McChord.

Details are sketchy at the moment, but she has identified either the last week in April or the first week in May for the event. She led a similar event last year at McChord Field and has allocated no fewer than two seats for Tenino.

If interested, please let C/T Millard know and he will make the coordination for your attendance once details have been finalized.

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Councilmember O'Callahan indicated he would like to attend and requested two seats in order that he could bring another community member along with him.

ADJOURNMENT

ADJOURNMENT: 8:10 pm