

**City Council Meeting
Tuesday, October 27, 2020**

Minutes

WORK SESSION

Work session called to order at 6:34 pm. With Mayor Fournier and

PRESENT

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

DSHS was unable to connect to the meeting and will reschedule. In her absence, Mayor Fournier had a discussion with the City Council about the budget challenges the City is experiencing at the moment and the probable impact these challenges will have on the 2021 budget.

1. Ms. Megan Matthews, DSHS, will present information on Governor Inslee's plan to reduce poverty and inequality in Washington State. She seeks to understand the concerns of rural communities because rural communities are disproportionately impacted by poverty.

She has provided the draft plan, an Executive Summary, and a two-page resource directory. Additionally, she has provided a link to their website that contains pre-recorded webinars on related topics: www.dismantlepovertyinwa.com

CALL TO ORDER

Meeting convened at 7:31 pm with Mayor Fournier and

PRESENT

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

Position 2 is vacant.

AGENDA APPROVAL

2. Agenda for Tuesday, October 27, 2020.

Recommended action: Move to approve the Agenda for Tuesday, October 27, 2020, as presented.

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

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

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Motion passes 4/0.

APPROVAL OF MINUTES

3. Minutes of the October 13, 2020, Regular Meeting of the Tenino City Council.

Recommended action: Move to approve the Minutes of the October 13, 2020, Regular Meeting of the Tenino City Council as presented.

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

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

Motion passes 4/0.

CONSENT CALENDAR

4. Payroll EFT's in the amount of \$19,064.68 and Claims Checks #29420 through #29447, and other EFT's in the amount of \$46,679.19 for a Grand Total of \$65,743.87

Recommended action: Move to approve EFT's and Vouchers as presented.

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

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

Motion passes 4/0.

5. Liquor and Cannabis Licenses: None

EXECUTIVE SESSION

None

PRESENTATIONS

None

PUBLIC COMMENTS

None

PUBLIC HEARING

6. Thurston County has provided initial guidance for the computation of Ad Valorem Taxes for 2021. Because the Implicit Price Deflator (IPD) did not exceed 1%, the Department of Revenue is limiting Ad Valorem Tax increases in Cities with less than 10,000 residents to a maximum of 101% of last year's levy. (In other words, the City may only increase its Ad Valorem Tax levy by a maximum of 1% using regular levy computation procedures).

However, the Regular levy procedures result in an increase of \$7921, which would cause the City to implement extreme cost saving measures. Use of the Highest Lawful Levy Procedures would

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allow a more substantial increase in revenues, while remaining within the bounds of State Law and would cause far less disruption to City Operations.

Recommended action: Move to adopt an Ad Valorem Tax Levy using Highest Lawful Levy Procedures that would result in a total increase of \$28,430.

Mayor Fournier introduced C/T Millard to explain the reason for this Public Hearing.

The Public Hearing was opened to the public at 7:35 pm. Hearing no comments the hearing was closed at 7:37 pm. No motion was offered; issue will be presented again during the November 10, 2020, Regular City Council Meeting.

PROCLAMATIONS

None

OLD BUSINESS

7. The Administration seeks Council approval to enter a fee agreement between Ruiz&Smart and the City to represent the City on a contingency basis, if required.

Recommended action: Move to authorize Mayor Fournier to enter a contingency fee agreement with Ruiz & Smart.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.

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

Motion passes 4/0.

8. Discussion regarding the process of filling the vacancy created by the resignation of former Councilmember Dave Watterson. This item was tabled at the October 13, 2020, Regular Meeting in order that Mayor Fournier participate in the discussion.

Mayor Fournier advised Council and the Public the process to appoint a new Council member:

The City will advertise the vacancy and ask for applications. The Mayor, one Councilmember, and at least one other City Official or member of the Public will review the applications. Depending on the number and quality of applications received, the Administration may or may not conduct interviews. The Administration will decide which applicant will be nominated and that nomination will be brought before the Council for confirmation. This process is envisioned to last approximately 30-45 days with the goal of filling the vacancy no later than January 12, 2021 (the first City Council meeting of 2021).

9. At the October 13, 2020, Regular City Council Meeting, this issue was discussed, but tabled in favor of making more information available for deciding upon which project the City would execute using the \$153,000 in 2021/2022 RCSP funds.

The cost per linear foot of sidewalks in the downtown business district is approximately \$50 per foot.

Of the two projects put forth for decision, Phase I includes sidewalks on the east side of Hodgden Street and the total price is estimated at \$148,123.50.

Phase II project does include 235 linear feet of sidewalks and the total price is estimated at \$240,670.50.

Recommended action: Move to approve one or more of the identified projects as the subject of a Memorandum of Agreement between the City and Thurston County Public Works.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve Phase 1 only.

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

Motion passes 4/0.

10. Now that the City has been awarded a "Creative District Capital Project Pilot Grant", the ARTS Commission requires a contract between the City and the Commission before any expenses can be reimbursed. The contract has been reviewed by the City Attorney, who notes nothing objectionable.

Recommended Action: Move to authorize Mayor Fournier to enter the contract on behalf of the City.

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

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

Motion passes 4/0.

NEW BUSINESS

11. The Washington Department of Commerce is the State Agency through which CARES Act funding is being administered. The Department must close out all COVID-19 related contracts for the administration of CARES Act funding by October 31, 2020 and any entity entitled to those funds must submit for reimbursement by November 15, 2020.

As of October 19, 2020, the City has approximately \$60,000.00 remaining of it's \$82,000.00 funding allocation. The Administration has engaged with neighboring jurisdictions, as well as the Tenino Chamber of Commerce and the Thurston Economic Development Council for ideas on how to expend the remaining funds. Three clear courses of action have been developed and the Administration wishes the Tenino City Council to approve one course of action to commit the funds prior to October 31, 2020.

Course of Action "A": The City will engage the Tenino Chamber of Commerce to act as the City's agent in identifying, vetting, awarding, and distributing some portion of Tenino's CARES Act funding allocation. The Chamber would receive approximately 10% of the total value claimed as their fee for performing the work.

Course of Action "B": The City will engage the Thurston Economic Development Council to perform the same types of functions as described in Course of Action "A."

Course of Action "C": Engage citizens and businesses to have those who can make a valid individual claim for relief submit a request for relief; purchase common PPE for distribution to volunteer organizations and businesses who require it; make a further contribution to TCSC's Food Bank Plus.

Recommended action: Move to approve one or more of the identified courses of action.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton to approve \$10,000,00 to TCSC Food Bank Plus and the rest to the Thurston Economic Development Council.

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

Motion passes 4/0.

RESOLUTIONS

None

ORDINANCES

None

REPORTS

12. 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) Experience Olympia & Beyond (VCB)
- 4) Fire District #12: Councilmember O'Callahan reported they passed their budget for 2021.
- 5) Library
- 6) Museum
- 7) Tenino Community Service Center
13. 1) ARCH Commission
- 2) Civil Service Commission
- 3) Facade Improvement Grant Review Committee
- 4) Finance Committee
- 5) Planning Commission
- 6) Public Safety Committee

No reports.

14. 1) Chief of Police: Chief Lougheed reported she has been getting herself familiar with the procedures of the office and out in the public. She is impressed with the training the Officers have in such a small department. They have ordered 2 radar guns and would like to also order 2 scanners for the cars. She will be looking into starting an Explorer Group in the Department. They held the prescription drugs take back on Saturday which and took in 167 pounds of drugs. (Report given during Work Session)
- 2) Director of Public Works: Director Cannon reported they have mostly been working at the WWTP with the septage receiving and getting that up and running. They have had good results thus far with the trial run of this. Brent continues to install new water meters. (Report given during the Work Session)
- 3) City Planner / Building Official
- 4) City Attorney
- 5) Clerk/Treasurer: C/T Millard reviewed his written report for the benefit of Council.
- 6) Mayor
15. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Community Investment Partnership (CIP)
- 3) Solid Waste Advisory Board
- 4) South Thurston Economic Development Initiative (STEDI)
- 5) TCOMM/911
- 6) Tenino School Board
- 7) Thurston Regional Planning Council (TRPC): Councilmember O'Callahan will serve as the City's liaison to the TRPC until Council Position #2 is filled.
- 8) Transportation Policy Board

No reports

PUBLIC COMMENTS 2

ANNOUNCEMENTS

Councilmember O'Callahan announced he will be attending meetings with TCOMM for the Fire District and will therefore be able to bring back information to the City as well.

Councilmember Gotovac announced the Holiday Market will begin on November 13th and will run for 6 consecutive weekends on Dec 20th. Hope all will attend.

ADJOURNMENT

Adjourned at 8:24 pm

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