

City Council Meeting
Tuesday, January 22, 2019

Minutes

WORK SESSION

Convened at 7:02 pm.

Adjourned at 7:25 pm.

1. In addition to proposing changing the name of the publication from the "City of Tenino Personnel Policy Manual" to the "City of Tenino City Official Handbook," the attached document has been reviewed by the Mayor, the City Attorney, and several members of the City Staff. In each case, the input was evaluated and either included, or held in abeyance pending an opportunity to discuss the proposed changes with the Mayor, City Council, or both.

Major changes to this document include: Updated and expanded definitions; updated and expanded section regarding personnel records; addition of an Employee ID Card requirement; major revisions of Chapter 2 (Hours and Attendance) and Chapter 4 (Compensation); major revisions to the Training and Travel policies; major revisions to Chapters 6 (Benefits) and 7 (Leaves of Absence and Time Off); major revisions to Chapter 8 (Employee Responsibilities & Conduct) including the addition of an Acceptable Use Policy, Social Media Policy, and E-Mail management and retention; minor revisions throughout.

Council handed a draft of the personnel policy update and advised to review for discussion by next meeting.

2. The Administration would like to discuss possible topics of discussion for the March 16, 2019 Special City Council Meeting at Tumwater Fire Department. Attached for your consideration are the results of last year's session and a suggested list of topics for this year's session.

Discussed items of topic they would like to see happen during the meeting.

3. The City has had a vacancy on its Planning Commission since the departure of Commissioner Darla Kolbas in April of 2018.

Ms. Erin Konrady, who resides at 173 Howard Street North, has applied for the position and Mayor Fournier desires to appoint her as Planning Commissioner to the vacant #3 position to fill the term that expires on February 6, 2023.

Mayor Fournier went over the application from Erin Konrady for possible appointment to the Planning Commission.

4. Late in 2018, the Clerk/Treasurer's computer was infected by a virus distributed via email. During the process of cleaning the computer, the City's IT service provider, Ategan Technologies, discovered that the computer hard drive is failing. Ategan also noted the computer is well over six (6) years old and should be replaced to keep pace with current technology. Additionally, the laptop computer used by both the Clerk/Treasurer and other

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members of the Administration is also aged and, while no hardware component is failing, should also be upgraded to keep pace with current technology.

After some discussion regarding the technical aspects of computer's in general, the subject of portability was also raised. In the end, Ategan recommended the C/T's desktop computer be replaced with a laptop computer and docking station that would allow the C/T to use a single computer whether in the office or while travelling, and the older laptop be retained for use by the Public as a "Pay Station" workstation that could be used to make credit card payments at City Hall.

Attached for your consideration is a Hardware & Software Quote in the amount of \$1961.87, which would include the proper disposal of the existing computer.

Mayor Fournier discussed the need for a new computer for the Clerk/Treasurer and cost.

CALL TO ORDER

Convened at 7:30 pm with Mayor Fournier.

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 Gotovac.

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

APPROVAL OF MINUTES

5. Regular Meeting Minutes from January 8, 2019

Motion made by Councilmember Watterson, Seconded by Councilmember Gotovac.

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

CONSENT CALENDAR

6. Vouchers

Claims Checks for the 13th Month period ending January 20, 2019 consisting of Vouchers #27920 and #27921 in the amount of \$5738.49

EFT's and Claim Checks for the period January 9, 2019 through January 22, 2019 consisting of EFT's in the amount of \$40,474.64 and Claims Checks #27922 through #27955 in the amount of \$27,263.39, for a combined total of \$67,738.03

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Recommended Action: Move to approve vouchers and EFT's as presented above in the combined amount of \$73,476.52.

Motion made by Councilmember Watterson, Seconded by Councilmember Lawton.
Voting Yea: Councilmember Gotovac, Councilmember Watterson, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

7. Liquor and Cannabis Licenses.

New Applications: None.

Renewals: None.

EXECUTIVE SESSION - None

PRESENTATIONS

8. The Administration would like to present Ms. Erin Konrady, the Administrations nominee for Appointment to the vacant #3 position on the City's Planning Commission.

Recommended Action: Move to confirm the appointment of Ms. Erin Konrady to the position of City of Tenino Planning Commissioner, Position #3.

Mayor Fournier welcomed Ms. Konrady to the podium and introduced her to the Council for any questions they may have of her. Ms. Konrady gave a little background of herself and how she would like to commit to help Tenino.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Watterson to appoint Erin Konrady to the Planning Commission position #3.

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

Mayor Fournier then gave the oath of office to Ms. Konrady.

PUBLIC COMMENTS

Barbara Roderick provided information to council on the 2019 Rodeo Queen Hannah Leib. Miss Leib is from Tenino and it has been almost 30 years since someone has held this title in Thurston County. Barbara would like to see the City of Tenino promote her in some way here either by a road sign or bench of some sort.

PUBLIC HEARING

9. 2nd Public Hearing for City of Tenino Text Amendment TA 2019-001

Mayor Fournier read into record the rules and procedures of the public hearing and introduced to Clerk/Treasurer Millard to explain the update. The public hearing was then opened to the public for any comments at 7:40 pm. Hearing no comments from the public the hearing was closed at 7:41 pm. Councilmember Watterson again stated he would like to see his request from the last meeting stay in place.

Councilmembers Gotovac and Watterson expressed a desire to see the eligibility to request a Lot Split be expanded to include any owner in due course, rather than limiting such eligibility to only the immediately succeeding owner in due course.

PROCLAMATIONS

OLD BUSINESS

10. In the Spring of 2018, the Administration first raised the issue of amending the Tenino Municipal Code to allow Wheeled All-Terrain Vehicles on City Streets. The Administration would like to take this issue up for adoption by the end of February and is requesting City Council input.

Mayor Fournier discussed with Council this request and asked that council bring forth their input at the next meeting.

NEW BUSINESS

11. Ordinance 896 would amend Tenino's Land Use Regulations to allow certain actions pertaining to lot combinations and the table of allowed uses.

Recommended Action: Move to approve Ordinance 896 as a first reading.

Because two Councilmembers would prefer that all succeeding owners in due course be eligible to request a Lot Split, the decision to accept as a first reading has the caveat that the language in the proposed ordinance will be changed to include all succeeding landowners in due course.

Motion made by Councilmember Watterson, Seconded by Councilmember Gotovac, to approve the first reading, pending an amended proposal.

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

12. The Administration requests approval to purchase a Dell Latitude 5590 Notebook Computer and a Dell Universal Dock, along with associated software and recycle support in order to replace the computer currently used by the Clerk/Treasurer.

Recommended action: Move to approve the purchase of a new notebook-based computer workstation to replace that currently used by the City's Clerk/Treasurer in an amount not exceed \$1,961.87

Motion made by Councilmember Watterson, Seconded by Councilmember Gotovac, to approve the purchase as quoted.

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

RESOLUTIONS - None

ORDINANCES - None

REPORTS

13. 1) Chamber of Commerce. Councilmember O'Callahan stated that current Chamber president Tyler is stepping down at the end of 2019.
 - 2) Economic Development Council (EDC)
 - 3) Experience Olympia & Beyond (VCB)
 - 4) South Thurston Fire & EMS
 - 5) Library
 - 6) Museum. Councilmember O'Callahan stated that the new President for the museum is Loren Ackerman. John will continue to keep up the facebook account. They have had 5 tours so far this year.
14. 1) Chief of Police. Chief they had a access audit and passed with very little changes to be made. the reserve academy still starts on 4/2 and will end 5/26/19. Home Depot is donating some lumber to them for use during mock scenes. He will have his yearend report by the next meeting. He will be having exams in the morning for the Sargent's position. They have two new reserves which will bring up their man power to 10 total. All full-time officers are now FTO certified. He has joined the Centralia College Criminal Justice Advisory Board and is very honored to have this position. He would like to thank Troy and his crew for installing the speed sign on 99 N. He also handed to everyone their Mission Statement they will be using.
 - 2) Director of Public Works. Troy reported the McClellan St project is moving along. Lindsey with 3D imaging has filmed the QH and museum. The crew had a meeting in the old Park and have found that many trees are dying which is a priority maintenance issue. Sewer pump replacements are up this year and they have gone to a different company for the pumps. Ty has been changing out the street signs. The new way signs have been received and they will start hanging them soon.
 - 3) City Planner / Building Official
 - 4) City Attorney
 - 5) Clerk/Treasurer. C/T Millard went over his attached report with Mayor and Council.
 - 6) Mayor. Mayor Fournier reported he read his state of the City address to the Chamber of Commerce. He will be attending a meeting on 1/23/19 @6:30 pm with George Sharp. He had a discussion with Bob Droll regarding the bike pavilion and hopes to have it up by Spring.
15. 1) Civil Service Commission
 - 2) Park Commission
 - 3) Planning Commission
 - 4) Facade Improvement Grant Review Committee (FIGR)
 - 5) Finance Committee

- 6) Public Safety Committee
16. 1) Bucoda/Tenino Healthy Action Team (BTHAT)
 - 2) Community Investment Partnership (CIP/HHSC). Councilmember O'Callahan reported the meeting included much discussion on the homelessness.
 - 3) Solid Waste Advisory Board
 - 4) South Thurston Economic Development Initiative (STEDI). The Arts Committee 2nd stake holders meeting is on 1/23/19. Rainier C/T Garrison is working with George Sharp to change the Yelm Tenino Trail to read as "TRY" Tenino Rainier Yelm Trail.
 - 5) TCOMM/911
 - 6) Tenino School Board
 - 7) Thurston Regional Planning Council (TRPC). Councilmember Watterson reported they will be having a retreat in April some time and would like to discuss topics during the City's retreat in March.
 - 8) Transportation Policy Board. They meet next month and will be electing new officers.

PUBLIC COMMENTS 2 - None

ANNOUNCEMENTS - None

ADJOURNMENT

Adjourned at 8:20 pm.