

City Council Meeting Tuesday, April 14, 2020

Minutes

WORK SESSION

Admin Note: This meeting was the first Open Public Meeting conducted under the authority of Governor Inslee's Proclamation 20-28, dated March 24, 2020, as amplified by the Washington State Attorney General's Office Opinion, dated March 26, 2020, and conducted "virtually" via remote meeting software.

Mayor Fournier called the Work Session to order at 7:00 pm.

PRESENT

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

Mayor Fournier adjourned the Work Session at 7:17 pm

1. **Remote Meetings.** City Attorney Hughes cautions us that the items that can be on a virtual meeting agenda are limited and so that any items that can wait until later, should be deferred until after the emergency has concluded.

The two attached documents provide guidance as to how we can manage agenda items during the COVID-19 emergency. Agenda items that are both "necessary" and "routine" (such as voucher approval) should be included; those items that are necessary, but not routine (such as an Ordinance that changes Park Rules), or those items that are routine, but not necessary (like staff reports), should be omitted.

For these reasons, the draft agenda published on Thursday, April 9, 2020, has been amended to conform with the guidance provided.

2. **Electronic Signature Policy.** In doing the research necessary to advise his Municipal Clients regarding their responses to the COVID-19 emergency, City Attorney Hughes advises that the City should adopt an Electronic Signature Policy.

Proposed Resolution 2020-02 would adopt such a policy, protecting the City's interests while conducting business using modern document technologies.

3. **Emergency Procedures.** The COVID-19 emergency has highlighted the need to update our Financial and Personnel Policies in regard to paying City Employees during a health-related emergency that precludes employees from reporting to work, even though those employees may be ready, willing, and able to work.

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Proposed Ordinance 906 would give the Mayor the authority to continue to pay City Employees who would otherwise report to work but for a "stay at home" order the full amount of their regular pay. This proposed ordinance has been reviewed and includes the changes suggested by City Attorney Hughes.

CALL TO ORDER

Mayor Fournier Called the Meeting to Order at 7:30 pm.

PRESENT

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

AGENDA APPROVAL

4. Proposed agenda for the April 14, 2020, regular meeting of the Tenino City Council.

Recommended action: Move to approve the proposed agenda for the April 14, 2020, regular meeting of the Tenino City Council as presented.

Motion made by Councilmember Gotovac, Seconded by Councilmember Davidson.

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

Motion passes.

APPROVAL OF MINUTES

Approval of minutes for the March 10, 2020 Regular Meeting of the Tenino City Council is deferred until the COVID-19 emergency has ended.

CONSENT CALENDAR

Motion to approve the consent calendar as presented made by Councilmember O'Callahan, Seconded by Councilmember Watterson.

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

Motion passes.

5. Payroll and other EFT's in the amount of \$84,399.06, and Claims Checks #29011 through #29064 in the amount of \$65,779.03 for a Grand Total of \$150,178.09.
6. New Licenses: None

Renewals: None

EXECUTIVE SESSION - None

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PRESENTATIONS

A scheduled presentation by Timberland Regional Library District was deferred until the COVID-19 emergency has ended.

PUBLIC COMMENTS

Ms. Linda McKinnie, in her capacity as a Private Citizen, reminded everyone that even though the Tenino Branch of the Timberland Regional Library is closed for the duration of the COVID-19 emergency, there are many online programs available that can be accessed from the Library's Facebook page.

PUBLIC HEARING - None

PROCLAMATIONS

A Proclamation related to National Bike Month was deferred until the COVID-19 emergency has ended.

OLD BUSINESS

- 7. Special Market Conditions.** Mr. Don Bowman, lead volunteer for the Caboose Restoration Project, identified a cast iron caboose stove of the exact type originally used in Caboose X549 on an on-line auction site in the amount of \$600. He asked the City if he could make the purchase on a reimbursable basis and, because there was only a single stove meeting the exact specification available, and because the price was reasonable, and because the opportunity to make such an acquisition at any price may not present itself in the future, the Administration approved the purchase.

Recommended action: Move to declare the existence of "special market conditions" and to ratify the purchase of the caboose stove as part of the restoration project.

Motion made by Councilmember Watterson, Seconded by Councilmember Lawton.

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

Motion passes.

- 8. Contract Amendment.** Gibbs & Olson has proposed an amendment to our standing Engineering Services Agreement to authorized them to provide both Bid Phase and Construction Management Phase Engineering Services for the extension of the City's sewer and water infrastructure to the Ag Park. City Attorney Hughes is still reviewing.

Recommended action: Move to authorize Mayor Fournier signing the amendment, provided that any issues identified by City Attorney Hughes are addressed to his satisfaction.

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

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

Motion passes.

9. **Contract Award.** The Invitation to Bid for the extension of the City's sewer and water infrastructure to the site of the future SW WA Agriculture & Innovation Park yielded 13 bids. The bids were opened during an open public meeting conducted via "GoToMeeting" and the apparent low bidder was Barcott Construction, LLC. The City Engineer reviewed all documents submitted in the bid and concluded that "Barcott's bid is the low bid submitted and is properly filled out, including signatures, and is deemed to be responsive." He also verified that Barcott Construction is in good standing with the State of Washington and recommends they be awarded the contract. Please see attached Bid Tabulation and Award Recommendation.

Recommended Action: Move to approve Mayor Fournier entering into a contract with Barcott Construction for the extension of the City's sewer and water infrastructure to the future site of the SW WA Agriculture and Innovation Park, provided that such contract is first approved by the City Attorney.

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.

NEW BUSINESS

10. **Proposed Ordinance 906** would give the Mayor the authority to continue to pay City Employees who would otherwise report to work but for a "stay at home" order the full amount of their regular pay. This proposed ordinance has been reviewed and includes the changes suggested by City Attorney Hughes.

Recommended action: Move to accept as the first reading Proposed Ordinance 906 as presented.

RESOLUTIONS

11. **Proposed Resolution 2020-02** would adopt an Electronic Signature Policy that would protect the City's interests while conducting business using modern document technologies.

Recommended action: Move to approve Resolution 2020-02 as presented.

ORDINANCES - None

REPORTS

12. Because "Reports" are not necessary, as defined in the AGO's Opinion of March 26, 2020, they are included only for the purpose of providing access as part of the City's efforts to make public records as accessible as possible.

PUBLIC COMMENTS 2

ANNOUNCEMENTS

C/T Millard explained the situation within the Washington Municipal Clerks Association where the regularly assigned treasurer is out with COVID-19, leaving the association without the ability to pay its bills. Particularly troublesome are the contracts that must be paid for the Association's 50th Anniversary Conference that has been postponed due to the COVID-19 emergency. The Association has requested that Tenino (because of C/T Millard's membership in the Association and position on the Association's Finance Committee) pay several such contractors in the approximate amount of \$23,000.00, for which the Association will reimburse the City upon the return of the Association's regularly assigned Treasurer). All members of the Council gave their approval for this action.

13. Thursday, April 23, 2020, is the second annual #LibraryGivingDay across the nation. The Timberland Regional Library asks that those who are able please consider a donation to the District so that they may continue to expand their digital offerings.

ADJOURNMENT

Mayor Fournier adjourned the meeting at 7:53 pm.