

**CITY OF TENINO
COUNCIL MINUTES
Council Chambers
December 27, 2007**

CALL TO ORDER: Mayor Jones called the meeting of the Tenino City Council to order at 7:30 p.m.

COUNCIL: Present: Dawna Kelley-Donohue, John O'Callahan, Phil Simmons and Robert Scribner. Not present was Council member Frank Anderson.

STAFF: Kathy Clayton, Interim Clerk/Treasurer; Dave Dafoe, Public Works Director; and Betty Garrison, Clerk/Treasurer.

FLAG SALUTE: Clerk/Treasurer Garrison led the Pledge of Allegiance.

AGENDA APPROVAL:

Council member O'Callahan moved to approve the amended agenda, deleting item 9. a., 10. a. and the staff reports. Council member Scribner seconded the motion, which passed with a 4-0 vote.

APPROVAL OF MINUTES:

Council member O'Callahan moved to approve the minutes of the December 11, 2007 Work Session. Council member Kelley-Donohue seconded the motion, which passed with a 4-0 vote.

Council member O'Callahan moved to approve the minutes of the December 11, 2007 Regular Meeting. Council member Simmons seconded the motion, which passed with a 4-0 vote.

CONSENT CALENDAR:

Council member O'Callahan moved to approve the consent calendar approving December 27, 2007 Vouchers. Council member Scribner seconded the motion, which passed with a 4-0 vote.

PUBLIC COMMENTS: None.

OLD BUSINESS:

Authorize Mayor to Sign Gibbs & Olson Contract:

Project Manager Warren presented Contract Amendment #1, which adds to the scope of work the assistance required to proceed with the WWTP through the award of the Collection System construction contracts. There will be a need for additional amendments to the contract in the future to cover the last two elements of the project and the construction of those elements. Project Manager Warren recommended approval of contract Amendment #1 in the total, not-to-exceed, \$952,733.00 with the proviso: each task listed will be accounted and invoiced as a separate project so the City can be sure that each task budget is not exceeded. Noting also that this work is on a time and cost basis so any work that City staff can perform could reduce the amount

of work G&O must do. **Council member O’Callahan moved to authorize the Mayor to sign the Gibbs & Olson Contract Amendment #1, not-to-exceed \$952,733.00. Council member Scribner seconded the motion, which passed with a 4-0 vote.**

Appeal - Employee Request to Sell Back Unused Vacation Leave:

Interim Clerk/Treasurer Clayton presented the appeal requesting Council to reconsider the decision to deny the request for the employee to cash out 80 hours of unused vacation leave. Council discussed the issue expressing their desire to keep valued employees happy and be fair. Concerns were expressed regarding cash flow for the requested cash out. **Council member Kelley-Donohue moved to offer a compromise allowing for the employee to carry over 40 extra hours of vacation time to the New Year. Council member O’Callahan seconded the motion, which passed with a 4-0 vote.**

NEW BUSINESS:

Teitge/Bussey Notice of Intent to Annex

Thurston Regional Planning Council Senior Planner Swensson presented information regarding this proposed annexation and requested that Council authorize the circulation of a petition for annexation with conditions. TRPC Senior Planner Swensson advised Council that the West Side Annexation is currently with the Boundary Review Board. January 18th is the final day that they can invoke jurisdiction. There have not been any appeals and they anticipate that they will be responding to the City with the authorization to move forward on Monday, the 21st. **Council member O’Callahan moved to authorize the applicants of the proposed Teitge/Bussey Annexation to circulate a Petition for Annexation, subject to the following conditions:**

1. That it be in writing and be addressed to the City Council;
2. That it describe the property according to government legal subdivisions or legal plats or descriptions;
3. That the City Council requires the assumption of a proportional share of the City’s indebtedness and the adoption of the City’s Comprehensive Plan and all municipal codes and other policies for the area to be annexed and be so noted on the Petition;
4. That it be signed by the owner(s) of the property for which annexation is petitioned;
5. That it comply with the rules for petitions in RCW 35.21.005;
6. That it be filed with the City;
7. That it comply with City of Tenino Interim Ordinance #734 (Supplemental Critical Area Regulations) upon Annexation to Tenino; and

That the City of Tenino will file its Notice of Intent to Annex the Teitge/Bussey Annexation with the Thurston County Boundary Review Board once it shall become contiguous to the City. Council member Scribner seconded the motion, which passed with a 4-0 vote.

Authorize Mayor to Sign ELS Contract Addendum #1

Project Manager Warren requested that Council approve the Ecological Land Service Contract Addendum #1 in the amount, not to exceed \$2,400.00 for additional services required to follow up on the JARPA permit for crossing Scatter Creek and insure it is issued in a timely manner. **Council member O’Callahan moved to authorize the Mayor to sign ELS Contract Addendum #1, not to exceed \$2,400.00. Council member Simmons seconded the motion, which passed with a 4-0 vote.**

RESOLUTIONS:

Resolution No. 2007-14 – Farmers Market Support

Council member Kelley-Donohue asked that Council consider this Resolution of support for the Farmers Market. Council member Kelley-Donohue and Council member O’Callahan advised that they were both members of the Farmers Market Board. Paul Donohue, Treasurer of the Farmers Market advised that they were looking for the support from the City as they are filing for their tax-exempt status. Mayor Jones announced that if there are no objections voiced, Council will proceed with all members present participating in the action taken regarding this Resolution. No objections were voices. **Council member O’Callahan moved to pass Resolution No. 2007-14 expressing support for the Tenino Farmer’s Market. Council member Scribner seconded the motion, which passed with a 4-0 vote.** Council member Kelley-Donohue advised that the long range goal of the Farmer’s Market is to acquire facility grant funding and partner with the City.

ORDINANCES:

Ordinance No. 739 – Amend Personnel Policies - Paydays.


Interim Clerk/Treasurer Clayton presented Ordinance No. 739, which would amend City Policy to allow for semi-monthly payrolls and change the pay days to the 5th and 20th of each month with pay periods ending on the 15th and the 31st. Clerk/Treasurer Garrison added that while most regulatory agencies will process employee taxes and benefits based on the amount paid within the month the Department of Retirement requires benefits be paid on the actual hours worked within a month. For ease of administration the change is requested. **Council member O’Callahan moved to adopt Ordinance No. 739, amending the personnel policies, to change paydays to twice per month beginning in January 2008; pay days will be the 5th and the 20th of the month. Council member Simmons seconded the motion, which passed with a 4-0 vote.**

Ordinance No. 740 – Year End Budget Amendment

Interim Clerk/Treasurer Clayton presented Ordinance No. 740, which would amend the Budget for the year ending December 31, 2007. **Council member O’Callahan moved to adopt Ordinance No. 740, amending the Budget for the fiscal year ending December 31, 2007. Council member Kelley-Donohue seconded the motion, which passed with a 4-0 vote.**

ADJOURNMENT:

The Council Meeting adjourned at 8:15 pm.


Betty J. Garrison, CMC, CPFA, Clerk/Treasurer

ATTEST:


Kenneth A. Jones, Mayor