

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 1**

CONVENE: 7:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausen, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Charlie Schneider, and Eileen Swarthout.

Thurston County Commission: Carolina Mejia, Chair, Gary Edwards, Commissioner, and Tye Menser, Vice Chair.

City Staff: City Administrator John Doan, City Attorney Karen Kirkpatrick, Community Development Director Michael Matlock, Communications Manager Ann Cook, City Clerk Melody Valiant, and Communications Engagement Specialist Brianna Feller.

Thurston County Staff: County Manager Ramiro Chavez, Assistant County Manager Robin Campbell, Operations Manager Jeremy Davis, and Clerk of the Board Amy Davis.

Others: Sean Dotson, Superintendent, Tumwater School District, and Gary Cooper, Local Planning Solutions.

**PUBLIC
COMMENT:**

Mat Jackmond reported that he has served as a Commissioner with the Hopkins Drainage District #2 in Thurston County for the last 40 years. He testified to the stormwater problem created by *The Preserve* housing development located on the north side of 93rd Avenue at the southeast corner of the City. The Hopkins Drainage Ditch District was established in 1904 under RCW 85. The district operates on a meager budget of \$2,471.20 each year. Mr. Jackmond referred to a map of the area south of the City forwarded to the Council earlier. The City of Tumwater has a newly annexed and developed residential area located on the north side of 93rd Avenue. In developing the area, the City made a lake out of a pond on the north side of 93rd Avenue behind the housing development and improved drainage under 93rd Avenue to facilitate moving stormwater flow away from the housing area. Those actions by the City increased stormwater flows into the upstream extent of the Hopkins Drainage Ditch by removing the infiltration area that slowed water movement and replacing it with housing. That action was completed without any concern for where water would travel, nor did anyone from the City contact the Drainage Ditch District for input. As reflected on the map and in visual surveys, residents in the area are experiencing some of the worst flooding than they have ever experienced. The current flooding is worse than what was experienced in 1996 or 2007. The additional flow magnified the effects of the high water events in the first week of January, which include overflowing State Highway 121 (Tilley Road). He asked the City for assistance to mitigate stormwater problems exacerbated by the actions of the City. Specifically, the City has stormwater funds and

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 2**

the Hopkins Drainage Ditch District is seeking an allocation from those stormwater funds to help the district improve the drainage between 93rd Avenue and the west side of Tilley Road. The improvements require cleaning and reestablishment of the ditch channel between 93rd Avenue and south of 100th Avenue and any improvements or replacement of three culverts under county roads, and at least two culverts on private property. The cost for the work would be in excess of \$75,000 for work managed by the ditch district. It does not include any work needed to be completed by Thurston County Roads to upgrade road culverts. He invited questions and looks forward to the City's response to the request.

Pamela Hansen, P.O. Box 14521, Tumwater, commented on a consent calendar item related to an Audit Engagement Letter. She agrees with two letters from the Office of the Washington State Auditor explaining the audit process for an audit of the City of Tumwater for fiscal year 2020. She is hopeful that emphasis is placed on the significant dollar amount loan from the Transportation Fund to the Old Brewhouse. The subject loan was paid in full with government pandemic funds. She hopes the City will provide the Auditor with any loan documents related to that loan or any other types of over-simplified transfer of monies between funds during fiscal year 2020.

Ursula Euler reported she is a Thurston County resident and is speaking to materials she previously forwarded to the Council and the Thurston County Board of Commissioners. She referred to the Tumwater Master Plan and Comprehensive Plan planning in terms of airport and commercial aviation at the Olympia Regional Airport in Tumwater and in Thurston County. The County Commissioners have done a good job in communicating to a Commission formed by state law. Thurston County Commissioners conveyed the lack of desire for aviation expansion or constructing a new airport in Thurston County. However, the Commercial Aviation Coordinating Commission (CACC), comprised of 15 members, has the necessary votes to include the Olympia Regional Airport on a list for expansion to alleviate overcrowding and congestion at SeaTac International Airport. Forwarding a letter is not sufficient as the CACC plans to vote based on decisional criteria. The CACC is not concerned about public sentiment or public health. Members of the CACC do not consider those issues as part of their charge, but rather those concerns are the responsibility of other government entities. For that reason, she has asked County Commissioners to have Thurston County staff attend the CACC meetings to observe, learn, and gain pearls of wisdom from the discussions to assist in developing a strategy to ensure Thurston County is not considered for a possible site for a new mega airport or expansion of Olympia Regional Airport. Today, the chances are high Olympia Regional Airport could be placed on the list from which a selection would occur. She urged the Board of County Commissioners

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 3**

to involve the Thurston County Health Department and the Washington State Department of Health.

**PUBLIC
HEARINGS:**

**TUMWATER
ISLAND
ANNEXATION
INTERLOCAL
AGREEMENT:**

Mayor Sullivan reported the public hearing is on the Tumwater Island Annexation Interlocal Agreement with Thurston County. She explained the public testimony process. Email and written comments previously submitted are considered public testimony.

Thurston County Commission Chair Mejia added that the purpose of the joint public hearing is to receive testimony on the proposed City of Tumwater and Thurston County Annexation Interlocal Agreement for 12 unincorporated county islands. A joint public hearing was scheduled by the City Council and County Commissioners and decisions by each entity on the interlocal agreement may be made at future separate meetings.

Gary Cooper, Local Planning Solutions, said his company provides local government planning primarily in Thurston County. Over the last nine years, his company has assisted in numerous annexations for several local jurisdictions.

Mr. Cooper reported the 12 unincorporated county islands are surrounded by the City of Tumwater. Some of the islands are comprised of one parcel while others include many parcels. The islands remain as previous annexation processes proved too difficult for jurisdictions to annex the areas. All county islands in the City are considered urban growth areas (UGA) and should be annexed within 20 years of the UGA designation. The islands include 160 parcels totaling 161 acres with seven of the islands comprised of two parcels or less. The largest island is the Trosper Lake Island with 111 parcels totaling 132 acres. The City and Thurston County proposes to annex 12 islands as one annexation process and the Trosper Lake Island as another annexation process.

Although the islands are technically served by Thurston County for police, fire, roads, stormwater, building and land use permits, and code enforcement, many of the residents believe they reside within the limits of the City as each property has a Tumwater address and expect City services. The islands also require a separate and unique voter pamphlet during elections. As the islands are surrounded by the City, residents utilize City streets and City amenities and are benefitting from City services.

Recognizing that the issue occurs throughout the state, the Legislature passed a law in 2020 specifically addressing county islands within a

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 4**

jurisdiction by amending the RCW adding new sections enabling the cities and counties to annex islands through a jointly approved interlocal agreement to enable cities to annex islands. The provision adopted in 2020 states, *The Legislature finds that city annexations of unincorporated areas within urban growth areas would be more efficient and effective if the county and city develop a jointly approved interlocal agreement so as not to create illogical boundaries for islands of unincorporated territory.*"

For several months, the City and Thurston County have been in discussions in addition to discussions with officials from the McLane Black Lake Fire Department, as required by the legislation. The Fire Department forwarded a letter stating no objections for moving forward on the annexations. Over the last eight months, the City and Thurston County staff worked to draft an interlocal agreement. On December 1, 2021, the City of Tumwater conducted a virtual open house to present the interlocal agreement and discuss the proposed annexations. Following the completion of the joint public hearing, both entities will consider whether to adopt the interlocal agreement. Following the adoption of the agreement, the City is responsible for completing the annexations. A tentative timeline based on the approval of the interlocal agreement is a public hearing on the first 11 islands scheduled on March 15, 2022 followed by the possible adoption of an ordinance to approve the annexation. For the Trosper Lake Island annexation, the Council has scheduled May 17, 2022 for a public hearing followed by adoption of an ordinance approving the annexation.

Another important part of the process is public noticing and public comment opportunities. In November 2021, postcards were mailed to all property owners and residents within the annexation areas advising them of the proposed interlocal agreement and the open house. On December 1, 2021, the City hosted a virtual open house. The City published notice of availability of the interlocal agreement in *The Olympian* newspaper weekly for four weeks. The notice of availability was also sent to property owners and residents within the proposed annexation areas. A draft of the interlocal agreement and several other informational items, such as frequently asked questions and a summary in the difference in taxes and general costs were included in the mailing and posted on the City's annexation webpage. On January 6, 2022, the City published the interlocal agreement joint public hearing in *The Olympian* newspaper, mailed the notice to all property owners, and posted the notice on the City's annexation webpage.

Other public comment opportunities have been ongoing since the open house. Information has been conveyed to property owners for contact information at the City. The public hearing is another opportunity for the public to testify. Other public comment opportunities include public

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 5**

hearings on each of the annexations moving forward if the interlocal agreement is approved by the City and Thurston County. Planning Manager Brad Medrud is the contact for the City of Tumwater at bmedrud@ci.tumwater.wa.us, and Thurston County Operations Manager Jeremy Davis is the point of contact for Thurston County at jeremy.davis@co.thurston.wa.us.

Mayor Sullivan invited questions from the Council.

Councilmember Schneider asked why the annexations were not bundled as one process rather than separating the islands into two annexation processes. Mr. Cooper said the issue was discussed by staff from the City and the Thurston County. It was likely because the community of the Trosper Lake Island is a cohesive community and staff preferred processing the annexation separately.

Councilmember Schneider asked whether the information provided to property owners depict a reduction in property taxes over time. Mr. Cooper said the information on property tax is included in the Frequently Asked Questions document with a detailed comparison of property taxes. Property taxes will increase for approximately two years because the residents are taxed to support the McLane Black Fire Department two voter-approved levies. Those levies will be in effect until 2024. Following 2024, property tax will be less than post annexation. Currently, property tax is assessed at \$13.53 per \$1,000 of property valuation. After annexation, property taxes will increase to \$14.00 per \$1,000 of property valuation. After 2024, property tax for a house valued at \$330,000 reduces from \$4,364 to \$4,224 a year. Additionally, the City assesses other taxes for utilities, cable franchise, and telephone service. For the first two years, the additional cost would be approximately \$38 per month to reside within the City. After 2024, the cost reduces to approximately \$5.60 more per month.

Councilmember Dahlhoff asked whether the Council could receive a summary of public comments and testimony. Mr. Cooper advised that Manager Medrud has been tracking and prepared a log of all public comments to include contact information and comments, which can be provided to the Council.

Councilmember Dahlhoff noted that some developments in different areas within the City might need different outreach information or materials to allay concerns. She asked about the possibility of tailoring information dependent upon the feedback and concerns from the different areas. Mr. Cooper advised that the Frequently Asked Questions fact sheet is very thorough and anyone with questions has been directed to information to address their specific questions. The fact sheet addresses questions on

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 6**

stormwater, fire and police service, garbage service, and other services provided by the City. Occasionally, some residents have questions specific to unique experiences they have encountered near their homes, such as traffic or streets. City staff has been able to answer those questions and provide additional information.

**THURSTON
COUNTY PUBLIC
HEARING:**

Thurston County Commission Chair Mejia opened the public hearing for Thurston County on the Tumwater Island Annexation Interlocal Agreement at 7:40 p.m.

Jeremy Davis, Operations Manager, Thurston County, reported Thurston County staff has been working with City staff on the draft interlocal agreement. Those efforts also included working with other county departments. The agreement was reviewed by the Prosecutor Attorney's Office. Thurston County received four written comments. Two comments were received from Patrick Prince, one comment was received from David Brown, and the last comment was from Derrick Warner. A comment log was included within the Council's agenda packet and provided to the Board of County Commissioners.

Mr. Davis said the purpose of the island annexations is to remove illogical boundaries. For all the annexations under consideration, the properties are surrounded by the City of Tumwater.

Thurston County Commission Chair Mejia invited questions from Commissioners.

Commissioner Gary Edwards asked whether the issue mentioned by Mr. Jackmond involving the drainage ditch district is associated with any of the annexations. Thurston County Commission Chair Mejia advised that Mr. Jackmond's concerns did not pertain to the public hearing on the interlocal agreement.

Commissioner Menser said he reviewed all City materials and the Frequently Asked Questions fact sheet and believes the material is thorough and addressed all his questions.

**CITY OF
TUMWATER
PUBLIC HEARING:**

Mayor Sullivan opened the City's public hearing on the Tumwater Island Annexation Interlocal Agreement at 7:42 p.m.

**PUBLIC
TESTIMONY:**

Pamela Hansen, P. O. Box 14521, Tumwater, conveyed her support of the concerns of the subject property owners.

Don Trosper, 2209 Trosper Road SW, Tumwater, said Trosper Road is named for his great-grandfather. He was raised within the City of

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 7**

Tumwater but resided within a county island. His property is located near his family's properties. He supports the annexation proposed by the Council but believes his brother is opposed to the annexation and is not happy about the extra taxes.

Robin Stewart was unable to testify due to technical difficulties.

Mayor Sullivan encouraged members of the public to submit written comments in lieu of testifying.

**CLOSURE OF CITY
PUBLIC HEARING:** Mayor Sullivan closed the City's public hearing on the Tumwater Island Annexation Interlocal Agreement with Thurston County at 7:47 p.m.

**CLOSURE OF
THURSTON
COUNTY PUBLIC
HEARING:** Commissioner Menser moved, seconded by Commissioner Edwards, to close Thurston County's public hearing on the Tumwater Island Annexation Interlocal Agreement with Thurston County at 7:48 p.m. Motion carried unanimously.

Thurston County Commission Chair Mejia advised that the Board of County Commissioners would likely consider the agreement later.

County Manager Ramiro Chavez reported the proposed agreement would be presented to the Board of County Commissioners at its next meeting on Tuesday, January 25, 2022 for discussion and consideration.

Mayor Sullivan advised the Council of its ability to act or not act on the interlocal agreement at this time.

MOTION: Councilmember Dahlhoff moved, seconded by Councilmember Jefferson, to approve the Tumwater Island Annexation Interlocal Agreement as presented. Motion carried unanimously.

**ADJOURNMENT OF
THURSTON
COUNTY
PUBLIC HEARING:** Thurston County Commission Chair Mejia adjourned the Thurston County Public Hearing at 7:50 p.m.

**PROPOSITION NO.
1 TUMWATER
SCHOOL DISTRICT
NO. 33
REPLACEMENT
CAPITAL LEVY
FOR FACILITY,
SAFETY, AND** City Administrator Doan reported the Tumwater School District has submitted Proposition 1 for placement on the February 2022 ballot. The proposition is a four-year capital levy for facilities, safety, and instructional technology improvements. The Council conveyed interest in adopting a statement in support of the proposed levy and is required to conduct a public hearing prior to issuing a statement to afford an opportunity for public testimony either in support or opposition of the proposed action by the Council. He introduced Tumwater School District

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 8**

**INSTRUCTIONAL
TECHNOLOGY
IMPROVEMENTS:**

Superintendent Sean Dotson to provide an overview of the ballot proposition.

Superintendent Dotson reported the four-year replacement levy is on the February 8, 2022 ballot. The levy would fund student and building technologies in schools, safety and security measures, facilities repair and improvements, and elementary school preplanning. The levy is a renewal of a capital levy passed by the community in 2020. The proposed levy would provide \$24.1 million over a four-year period. If approved, the tax rate would remain consistent and decline over time.

When the 2020 measure passed, the Tumwater School District was contemplating another bond measure to build a new school. The school district continues to experience ongoing needs for repairs and improvements in the district that would be funded by the February measure. Improvements include replacement and repair of boilers and chillers in several schools, roof replacement and repairs at Tumwater High School, exterior paint at multiple facilities, restrooms and classroom buildings at Black Lake Elementary School and Michael T. Simmons Elementary School, and other repairs across the district. Safety and security improvements include earthquake and seismic retrofits at Tumwater Middle School, intercom systems and safety alert systems at middle schools, safety lighting in some school facilities, and security camera replacements where camera systems need replacement or are inadequate.

Superintendent Dotson thanked the community for the passage of the 2020 levy as it assisted in funding a fire sprinkler system at Black Lake Elementary School.

A recent seismic assessment at Tumwater Middle School recommended reinforcement of the walls in the cafeteria, which would be funded by the proposed capital levy.

The Tumwater School District was somewhat prepared in terms of technology because of the 2020 levy, which assisted in shifting in-person teaching to remote teaching in spring 2020 because of the pandemic. Fortunately, the technology was in place and funding was available to provide hot spots and other equipment for teachers to teach remotely. The proposed levy would assist in funding replacement Chromebooks and maintenance, switches and network security, and wireless access points to keep the network operating reliably to meet the needs of students.

Because of the pandemic, student enrollment continually trended downward for several years and recently began increasing to pre-pandemic enrollment levels requiring the school district to begin planning

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 9**

for the next elementary school. The school district owns two parcels for options for a new elementary school located at the corner of 93rd Avenue and Old Highway 99 and another property near *The Preserve* subdivision. The intent is to pursue a predesign process for a school to assist the district in moving forward when a new school is required.

Superintendent Dotson reviewed the financial impact on taxpayers if the measure is approved. In 2023, should the levy pass, the levy rate is anticipated to be 75¢ per \$1,000 property valuation with the combined tax rate remaining level the first year and then decreasing. As assessed value increases in the district, the tax rate lowers. The estimate is based on conservative assessed growth projections of 3%.

Councilmember Althaus asked whether the financial slide is reflective of the rate that would be applicable if the ballot measure is passed. Superintendent Dotson explained that the graph bars represent the historical tax rate from 2015 through 2022. Since 2018, the district has assessed approximately \$5 per \$1,000 assessed valuation as the combined tax rate. The bar graph also includes projected tax rates in 2023 through 2026 if the measure passes. The rates of \$2.50 and \$1.75 per \$1,000 of assessed value reflected in 2023 are currently in place with the 75¢ increase reflected in the new measure. Should the measure not pass, the tax rate would not include 75¢ per \$1,000 of assessed value and the school district would not have the capital funds to complete the projects as previously reviewed. The 2020 levy of 80¢ per \$1,000 of assessed valuation expires in 2023 and would be replaced with the new measure if approved by voters. When a new school is needed, the school district would present a bond to the community to replace the capital levy rather than add to the levy. The goal is to maintain a level tax rate while ensuring school districts needs are funded. The 2020 levy became effective in 2021 for a two-year period because the intent was to return to voters this year for a bond request for another elementary school. However, that need was delayed by several years while other facility needs in the district continue.

Councilmember Schneider asked whether the Tumwater School District plans to sell the property at the corner of 93rd Avenue and Old Highway 99 as the other parcel would not require busing of students. Superintendent Dotson explained that the school district engages in a pre-development process to evaluate property suitability. Once a determination has been rendered on the selection of the school site, the district would likely surplus and sell the second parcel.

Councilmember Schneider commented on the number of new housing units anticipated to be constructed in the City of Tumwater and within the urban growth area. He questioned whether the school district would have

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 10**

sufficient capacity in the next four years to accommodate growth in student population. Superintendent Dotson replied that the timing for considering an additional elementary school typically requires four to five years with the first two years concentrated on pre-construction planning. The proposed levy includes some funds for pre-construction planning to ensure capacity is available to meet needs. The school district also has some available portable classrooms to meet short-term growth needs. Planning is dependent on the rate of enrollment growth as opening a school too soon when not needed increases the district's overall operating costs. Should enrollment increase substantially in the next two years, the school district would cease collection on the capital levy and only collect on bonds to maintain a level tax rate for taxpayers.

Councilmember Dahlhoff said she is unfamiliar with the school district's policies for purchasing through the lens of supporting the environment. She asked whether the school district has policies in place for ensuring some of the equipment meets third party certification for energy star performance and that technology meets EP certification or does not produce carbon or toxins. Superintendent Dotson advised that school districts must meet high standards and that he anticipates the district would meet most expectations. However, he would need to defer information on the specifics to staff to follow up with the Council on standards required for school facilities. Councilmember Dahlhoff recommended following up with the City either through a worksession or as an update to the Public Health and Safety Committee because school facilities affect the entire community.

Councilmember Jefferson supported the request by Councilmember Dahlhoff.

Mayor Sullivan opened and closed the public hearing at 8:12 p.m. There was no public testimony.

MOTION:

Councilmember Swarthout moved, seconded by Councilmember Schneider, to support of the Tumwater School District's pending ballot proposition (Resolution No. 04-21-22) proposing a 4-year replacement levy. Motion carried unanimously.

Mayor Sullivan thanked Superintendent Dotson for attending and providing the information on the proposed ballot proposition.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council Joint Tumwater School District Meeting, November 4, 2021
- b. Approval of Minutes: City Council Worksession, November 9, 2021
- c. Approval of Minutes: City Council Worksession, November 23, 2021
- d. Approval of Minutes - City Council, January 4, 2022

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 11**

- e. Payment of Vouchers
- f. Resolution No. R2022-002, Surplus Property
- g. Resolution No. R2022-003, 2022 Fee Resolution
- h. Audit Engagement Letter
- i. Interagency Agreement Amendment No. 6 – Department of Enterprise Services: Energy Conservation
- j. 2022 Long Range Planning Work Program
- k. Sequoia’s Early Learning Center Lease Agreement

MOTION: **Councilmember Dahlhoff moved, seconded by Councilmember Althausser, to approve the consent calendar as published. Motion carried unanimously.**

Mayor Sullivan reviewed the items approved on the consent calendar.

**COUNCIL
CONSIDERATIONS:**

**ORDINANCE NO.
O2021-019,
EMERGENCY
SHELTERS AND
HOUSING:**

Director Matlock briefed the Council on the ordinance required by new state laws adopted by the Legislature in 2021. The ordinance includes amendments to the City’s code for emergency shelters and emergency housing. The amendments would:

- Modify language to identify that Adult Family Homes can allow up to eight (previously six) adults, if the additional capacity is approved by the Department of Health and Services (DSHS). The amendment applies to the definitions section and to another section in the code addressing adult family homes.
- Allow transitional housing or permanent supportive housing in zone districts allowing residential dwelling units or hotels/motels in the City.
- Allow indoor emergency shelters and indoor emergency housing in zone districts allowing hotels or motels.
- Modify the definition of “family” so that it does not regulate or limit the number of unrelated persons that may occupy a household or dwelling unit.

The Council reviewed the proposed amendments during its last worksession and modified one provision to reduce the separation requirements between different supportive housing facilities from 1,320 feet to 400 feet. The Planning Commission and staff recommend approval of Ordinance No. O2021-019.

Councilmember Agabi questioned whether the provision increasing the number of adults in an Adult Family Home would require an increase in

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 12**

living space within the home as well. Director Matlock said the legislation does not speak to additional space other than there are requirements in the Building Code for safe exiting from the facility in case of an emergency. There is no requirement in state law or in the Building Code requiring a specific amount of square footage for residents.

Councilmember Althausen noted the City's Comprehensive Plan includes a long-term goal on the number of housing units required to meet growth needs. He asked whether the proposed change increases the density within the City and assists in meeting some housing unit goals to meet growth demands. Director Matlock said the provision supports the goal; however, the City has a limited number of Adult Family Homes and the amendment would have minimal impact on an increase in housing density.

MOTION: Councilmember Jefferson moved, seconded by Councilmember Althausen, to approve Ordinance No. O2021-019, Emergency Shelters and Housing. Motion carried unanimously.

**COMMITTEE
REPORTS:**

**PUBLIC HEALTH &
SAFETY:**

Leatta Dahlhoff

At its last meeting, the committee reviewed the status of code enforcement. Staff reviewed the process of code enforcement, response by the City, and potential outcomes. The City is experiencing a backlog of code enforcement cases with eight cases pending comprised of five minor cases and several larger cases. Staff forwarded copies of the presentation slides to the City Council. During the meeting, Councilmember Cathey referred to the threads of connection between code enforcement and other regulations and requirements. One issue was the connection to the City's tree protection ordinance and the process for responding to an incident involving the unauthorized removal of trees. Staff explained that an educational component is important to prevent incidents of unauthorized removal of trees. Some tools could be provided by the Community Development Department to assist citizens. The next meeting is scheduled on February 8, 2022. The agenda includes an update from Tumwater HOPES.

**GENERAL
GOVERNMENT:**
Michael Althausen

Councilmember Althausen reported on his election as Chair of the committee. The committee reviewed the cable franchise agreement as a prelude to a future Request for Proposal (RFP) process the three largest cities will be working through on the future of cable service in the jurisdictions. Members reviewed the 2022 Long Range Planning Work Plan and discussed the housing and tenant protection ordinance. Manager Medrud provided a briefing on a list of potential policies that could constitute an ordinance for tenant protections. Members identified

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 13**

policies that might need more information and research and discussed the timeline for moving the ordinance forward. The Council is scheduled to have a worksession on the proposal within the next several months.

PUBLIC WORKS:
Eileen Swarthout

The last meeting on Thursday, January 6, 2022 included consideration of the Tumwater Hill Park Trail Crosby Connector Authority to Solicit Bids and a recommendation to award a bid. Councilmember Swarthout was elected to serve as Chair of the committee.

**BUDGET AND
FINANCE:**
Debbie Sullivan

The next meeting is scheduled on February 15, 2022.

**MAYOR/CITY
ADMINISTRATOR'S
REPORT:**

City Administrator Doan introduced Brianna Feller, the City's new Community Engagement Specialist. Specialist Feller was raised in the area, attended Arizona State University, completed a brief internship with the Port of Olympia, and worked for the City of Yelm.

City Administrator Doan thanked staff for their efforts during the holidays dealing with snow over nine days followed by many days of rain. On the front line was the operations crew working 12-hour shifts through the holidays and each night to keep streets plowed and safe. Additionally, the Police Department and Fire Department were heavily impacted installing vehicle chains and special tires, handling car accidents, and other emergencies. Throughout those days, City staff worked at City Hall to ensure City Hall remained open during regular hours Tuesday through Thursday. Parks and Recreation Department personnel were also heavily impacted by snow and then by flooding at Pioneer Park and the golf course.

Mayor Sullivan reported her first several weeks serving as Mayor have been very busy including speaking at the Thurston Chamber of Commerce, participating in a radio interview, and providing a presentation to the Tumwater Chamber of Commerce on Wednesday, January 19, 2022. She conveyed her appreciation to staff for their assistance in helping her through the transition process. She plans to continue attending Intercity Transit Authority Board and Community Action Council meetings.

**COUNCILMEMBER
REPORTS:**

Leatta Dahlhoff:

Thurston County 911 Communications conducted an emergency meeting to address service delivery of 911 calls. The problem was caused by a broken switch provided by a vendor. The incident was categorized as a "network storm" with all redundancies in place failing. Thurston County

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 14**

911 Communications is part of a consortium with several other jurisdictions. The system failed on a Tuesday following the mailing of a letter advising of concerns of a prior phone failure on July 4, 2021. The vendor is based in Toronto, Canada with a service tech assigned locally. Due to the outages, attorneys are involved and discussions are underway on potential options that might be available. A town hall meeting is scheduled on January 19, 2022.

The Regional Fire Authority Steering Committee is meeting on Monday, January 24, 2022 to continue discussions on regionalization of fire and medical emergency services.

Councilmember Dahlhoff inquired about the process for accessing Tumwater's Community Survey. Specialist Feller advised that the survey is scheduled to be posted on the website within the next several days. Staff is mailing postcards and preparing advertising for the survey as well.

Angela Jefferson:

Councilmember Jefferson said based on the Council's discussions on food insecurity, the community garden program, and local food banks, she contacted Pastor Sandy Ward with the United Methodist Church to discuss a potential community garden project. Pastor Ward advised that in March, she is collaborating with Thurston County Food Bank to open a pop-up food bank at the church from 7 p.m. to 9 p.m. to accommodate citizens who work during the day.

On January 13, 2022, the LEOFF 1 Disability Board met and elected Rick Sapp (former Tumwater Fire Chief) as the new Chair, and Robert Drewett (former Tumwater Police Sergeant) as Co-Chair.

Councilmember Jefferson reported she recently met with a new Tumwater small business owner. Their conversation centered on why the owner selected Tumwater to open the business, how the business is doing during the pandemic, and ways the City could assist to ensure the owner's success. The business owner and her husband selected to open the business in Tumwater because they felt safe in the City, which speaks positively to efforts by the Tumwater Police Department. She thanked members of the Police Department for keeping the community safe and for conveying a sense of safety that resulted in the business locating in the City. Councilmember Jefferson asked the business owner about current challenges. The business is nearing its one-year anniversary and the business is experiencing some challenges because of the pandemic. The owner spoke to opening a job-training center to increase the number of jobs in Tumwater. However, the business owner was denied access to funding from the Thurston Economic Development Council (EDC). Councilmember Jefferson inquired as to how to make funding easier for the business owner as the business is a community center that offers a

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 15**

service for the City comprised of a safe place for gatherings and job training opportunities.

City Administrator Doan said staff has had some discussions with the business owner as the City does not have the availability of funds to help businesses. Rather, the City coordinates those activities through the EDC. City staff encouraged the business owner to consider forming a companion 501(C) 3 non-profit business based on the types of services the owner is providing. The process is paperwork-intensive for reporting but it opens the door to many funding sources.

Joan Cathey:

During the Solid Waste Advisory Committee and the Olympic Clean Air Agency meetings, several legislators attended and discussed pending legislation or legislation adopted for clean air and recycling.

Councilmember Cathey attended a Regional Housing Council funding subcommittee. Members discussed cold and hazardous weather shelter and the increased need because of climate change. More money has been allocated to the program along with another opportunity for organizations to apply for some additional funding. A RFP is scheduled for release soon.

Eileen Swarthout:

Councilmember Swarthout attended the last Tumwater HOPES meeting. Members elected new leadership and engaged in some strategic planning. The group plans to host a retreat to review planning for the next year.

Councilmember Swarthout attended the Thurston Regional Planning Council. The Council approved the 2022 operating budget, solicited officer nominations for 2022, reviewed TRPC values, vision, and mission, reviewed transportation priorities survey results, and received a legislative update.

Earlier in the day, the Visitors Convention Bureau sponsored a Director's meeting and a Strategic Planning Workshop. Director Denney attended as well. Members were introduced to an individual who is assisting the Board in developing a strategic plan for a three-year period.

Michael Althausen:

The Capitol Lake Executive Work Group did not conduct a meeting as the consultant team continues to collect feedback and review the Environment Impact Statement.

The next meeting of the Regional Housing Council is scheduled next week.

Peter Agabi:

Councilmember Agabi reported on his first attendance as a member representing the City of Tumwater at the recent Transportation Policy

**JOINT TUMWATER CITY COUNCIL AND THURSTON COUNTY COMMISSION
MEETING
MINUTES OF MEETING
January 18, 2022 Page 16**

Board meeting. The Board approved the appointment of former Tumwater Mayor Pete Kmet as an Emeritus Representative for a two-year term. Members approved proposed Amendments to the 2022-2025 Regional Transportation Improvement Program (RTIP). Members discussed the proposal to form a subcommittee for the High Capacity Transportation Study that would include the area of Tumwater south to 93rd Avenue. Currently, that area would not qualify for funding. Former Mayor Kmet forwarded him numerous email communications between him and City and TRPC staff regarding the issue.

On January 12, 2022 Councilmember Agabi attended the General Government Committee meeting via zoom. He has been reassigned as a member of the Public Health and Safety Committee. During the meeting, the committee elected Councilmember Althausser to serve as Chair.

Charlie Schneider:

Councilmember Schneider reported on his attendance to the following meetings:

- Participated in the Spouses Club, a Lewis-McChord Fundraiser held at Tart Hard Cider in Tumwater. The fundraiser benefits the club's scholarships and grants program.
- Attended the Tumwater School Board meeting via Zoom. The School Board and Superintendent Dotson recognized the City's two School Resource Officers and Tim Graham, Tumwater High School Athletic Director, who received a national award for his excellent work on the school's sports program.
- Attended a ribbon cutting ceremony for John L. Scott Real Estate in Tumwater.
- Attended the Thurston County Chamber of Commerce meeting. Mayor Sullivan was featured as one of the guest speakers in addition to mayors from Lacey, Olympia, and Yelm, and Thurston County Commissioner Tye Menser.
- Attended the Public Works Committee and Tumwater HOPES meetings.

ADJOURNMENT: **With there being no further business, Mayor Sullivan adjourned the meeting at 8:51 p.m.**