

TUMWATER CITY COUNCIL MEETING
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CONVENE: 7:00 p.m.

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

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Community Development Director Michael Matlock, Police Chief Jon Weiks, Transportation and Engineering Director Brandon Hicks, Water Resources and Sustainability Director Dan Smith, Parks and Recreation Director Chuck Denney, Assistant Finance Director Shelly Carter, Economic Development Program Manager Austin Ramirez, Communications Manager Ann Cook, GIS Coordinator Jennifer Radcliff, and City Clerk Melody Valiant.

SPECIAL ITEMS:

PROCLAMATION: Mayor Sullivan read a proclamation declaring *November 2023 as National Veterans and Military Families Month*. The proclamation encouraged the community to recognize and support all veterans and military families, who embody strength, resilience, courage, and whose experiences enrich the community.
NATIONAL VETERANS AND MILITARY FAMILIES MONTH, NOVEMBER 2023:

Mayor Sullivan recognized Councilmember Jefferson for her military service as well as the husband of Councilmember Swarthout for his service to the country.

Shane Sullivan, Lacey Veterans Service Hub, accepted the proclamation from Mayor Sullivan.

Mr. Sullivan reported the Lacey Veterans Service Hub provides services to veterans, dependents, and families. Today, the Hub is supported by 144 different partnerships offering housing, financial, educational, and employment services. The Hub assists veterans in processing claims for benefits.

PROCLAMATION: Councilmember Dahlhoff read a proclamation recognizing *November 15, 2023 as GIS Day*. The proclamation urged everyone in the City of Tumwater to learn about the GIS applications and data available on the City's website, and encourage geospatial education within the community.
GIS DAY, NOVEMBER 15, 2023:

GIS Coordinator Jennifer Radcliff reviewed services provided by GIS staff. Services include mapping assets and data for the City. The intent is to identify patterns and visualize data for making better decisions. Recent efforts include working with stormwater staff to map storm

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drain sites. The City's stormwater permit requires inspection of each stormwater facility every two years. GIS works with stormwater staff to create a field application to enter inspection information for each site. A dashboard is available to staff and management with information on progress.

A link on the City's website offers the ability to download data for mapping and for educational research. A second site contains all City maps. The site features information on snow and ice response, tracking of the snowplow, street sweepers, and other maps.

Mayor Sullivan presented the proclamation to Coordinator Radcliff.

**THURSTON EDC
AND LACEY
MAKERSPACE
UPDATE FOR
TUMWATER SMALL
BUSINESS SUPPORT
SERVICES:**

Economic Development Program Manager Austin Ramirez introduced Michael Cade, Executive Director, Thurston Economic Development Council (EDC), and Sean Moore, Director of the Center for Business & Innovation.

Mr. Cade shared positive feedback received from three small business owners in Tumwater. The business owners thanked the City of Tumwater for supporting small business enterprises through its support of the EDC.

Mr. Moore shared information on some resources provided to the City of Tumwater and how those resources are utilized by Tumwater entrepreneurs. One program is the online *Business Enterprise Startup Training (BEST)* program, one of the most popular programs comprised of four online courses covering business plan writing, marketing and branding, structuring and licensing, and accounting for new business enterprises. The program provides six months of free access to a program to assist in the development of a business plan. Another program supported by the City of Tumwater is the Quick Startup Program through the Washington Center for Women in Business, a Small Business Administration (SBA) partially funded program. The program is an online incubator to help entrepreneurs market their products or services through online stores, websites, and marketing.

To date, 23 Tumwater entrepreneurs have completed training and coaching with two new businesses launched.

Mr. Moore shared some success stories of Tumwater entrepreneurs who recently opened a business in the City.

EDC offers a calendar of events on the business resource website for upcoming events sponsored by both EDC and its partners.

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Councilmember Jefferson asked about the costs associated with the programs. She asked whether the EDC works with or collaborates with the Veterans Administration (VA). Mr. Moore said the new program manager for the Washington Center for Women in Business program is married to a military member assigned to Joint Base Lewis McChord providing a direct link to the military. However, in terms of veteran programs, the EDC offers assistance and training to all individuals. All programs are offered through scholarships with no cost to participants.

Mr. Moore provided an update on MakerSpace in Lacey, a workshop for builders and inventors located on the St. Martin's University Campus in Lacey. Construction is underway to expand existing space of 3,300 square feet to 10,000 square feet. The space is divided into specific zones for woodworking, metal work and welding, digital lab, and a textile lab with classrooms. The EDC is consulting with local businesses for input on equipment needs for workforce training to take advantage of the remaining grant of \$500,000. Construction is scheduled for completion in January with a reopening scheduled in February 2024.

Mr. Moore shared several testimonials from individuals who have utilized MakerSpace. The program serves the entire region with many participants from Tacoma, King County, City of Aberdeen, and Grays Harbor. People are producing and prototyping a variety of products.

Recent community partnerships include the Timberland Regional Library to offer four MakerSpace memberships for checkout at any of the regional libraries. The memberships are in lieu of the monthly membership. MakerSpace is working with Windfall Lumber to support Architectural Products in its creation of a new line of design.

The Lacey MakerSpace is one of the four largest and most successful maker spaces in the United States that are open to the public. Other successful programs are located in San Francisco, Dallas, and Chicago.

Mr. Moore shared statistics on the membership with approximately 10% of membership from the City of Tumwater. With the increase in space, memberships are anticipated to increase substantially. He described existing funding sources and ongoing funding needs to transition MakerSpace through its initial phase. Through the Community Foundation, a local give campaign is in progress. Lacey MakerSpace is included on the webpage to raise funds to transition from the startup phase to the next phase of growth.

Mr. Cade addressed a question from Councilmember Agabi with respect to different data reported to the Department of Commerce on outcomes. He explained that the report was submitted to the

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Washington State Department of Commerce. Some data are different from the information in the presentation because the report does not include all data. Councilmember Agabi asked that the two data points be connected and resubmitted to the Council.

Mr. Moore responded to an inquiry about promoting more pop-up opportunities in Tumwater. The first pop-up event was held at Lacey MakerSpace. The goal is expanding the event throughout Thurston County; however, the challenge is identifying other locations to sponsor pop-up events.

Councilmember Cathey complimented Mr. Cade and the EDC for its success over the last 20 years. Mr. Cade thanked Councilmember Cathey for her comments and acknowledged the EDC team of economic development professionals for their efforts to outreach to individuals.

Councilmember Cathey asked whether there are a variety of products produced by the makers or whether there is a theme surrounding the types of products. Mr. Moore said the two primary types of makers are individuals who are prototyping or creating products using the equipment to produce branded materials and artists who take advantage of art classes. After construction is completed, workforce development will expand with more training opportunities.

PUBLIC COMMENT: **Pamela Hansen, PO Box 14521, Tumwater**, commented on several items. She acknowledged the importance of the military media to include Defense Visual Information Distribution Services (DVIDS) for publicizing military leadership wrongs, as well as the Military Times. She spoke to Proposition 1 (if approved by voters) and the importance of funds allocated to the City of Tumwater to be used only by the Police Department. With respect to the pending appointment of an applicant to the Planning Commission, she cited the applicant's professional experience and accomplishments with Walt Disney World, Boeing, and Heritage Distilling Company. She referred to Polk County Sheriff Grady Judd in Florida and his dealings with Disney. She asked that the percentage of crimes should be factored by the new appointee when rendering planning decisions pertinent to Tumwater.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council, October 3, 2023
- b. Approval of Minutes: City Council, October 17, 2023
- c. Payment of Vouchers
- d. Right-of-Entry & Maintenance Agreement for the Wildrick Property
- e. Right-of-Way License Agreement with Deschutes 106 LLC for the Falls Terrace Restaurant

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- f. Sanitary Sewer Lift Station Agreement with AMH Development, LLC
- g. Memorandum of Understanding Between the City of Tumwater and LOTT Clean Water Alliance Regarding a Purchase and Sale Agreement for Properties in the Deschutes Valley
- h. Memorandum of Understanding Between the City of Tumwater and LOTT Clean Water Alliance Regarding a Purchase and Sale Agreement for the Henderson Property
- i. 2024 Community Human Services Program Funding
- j. Advisory Board Appointment of Brandon Staff to the Planning Commission

MOTION: **Councilmember Dahlhoff moved, seconded by Councilmember Althausser, to approve the consent calendar as published. A voice vote approved the motion unanimously.**

PUBLIC HEARINGS:

**ORDINANCE NO.
O2023-013, AD
VALOREM FOR
REGULAR
PROPERTY TAXES
FOR THE FISCAL
YEAR 2024:**

Assistant Director Carter presented the 2024 Property Tax Levy Ordinance for the City of Tumwater. The City is required to respond to the Thurston County Assessor's Office with an approved ordinance by November 30, 2023.

Each year, the Thurston County Assessor's Office provides the City with re-assessed property values to include new construction and any annexations. The value is used to estimate the values for the City's annual property tax levy. Property tax revenue is important for the City's general government programs and public services. The City is allowed by law to increase the levy each year either by 1% or by the Implicit Price Deflator (IPD), whichever is less. The proposed ordinance establishes the property tax levy for fiscal year 2024 with an increase of one percent over the 2023 levy. A one percent increase totals \$110,698. Additionally, new construction is estimated to be \$404,098 based on estimated new construction of \$227,822,656. No annexations occurred in 2023. The City's proposed levy rate is calculated to be \$1.86 per \$1,000 of assessed value. The figures may change slightly dependent upon the Assessor's values adjusted before certification.

Staff requests the Council, following the public hearing, to move the ordinance forward as a consent item for adoption at the November 21, 2023 Council meeting.

Mayor Sullivan opened the public hearing at 7:51 p.m.

**PUBLIC
TESTIMONY:**

Pamela Hansen, PO Box 14521, Tumwater, spoke in opposition to the proposed tax increase citing the City's recent purchase of golf balls

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at a cost of \$31,000 and multiple property tax exemptions to a local developer. She recommended the City should manage its budget and prioritize expenses by letting other people purchase golf balls and the developer paying taxes.

Mayor Sullivan closed the public hearing at 7:53 p.m.

MOTION:

Councilmember Dahlhoff moved, seconded by Councilmember Althausser, to move Ordinance No. O2023-013, an ordinance relating to tax revenue of the General Fund fixing the Ad Valorem for the regular property tax levy essential to pay expenditures of the City of Tumwater, Washington for the fiscal year ended December 31, 2023, to the November 21, 2023 consent agenda for adoption. A voice vote approved the motion unanimously.

**COMMITTEE
REPORTS:**

**PUBLIC HEALTH &
SAFETY:**
Leatta Dahlhoff

The agenda for the November 14, 2023 meeting includes consideration of an agreement with the Confederated Tribes of the Chehalis Reservation for Fire Protection and Emergency Services and an Intergovernmental EMS Contract Advanced Life Support Funding Amendment 1.

**GENERAL
GOVERNMENT:**
Michael Althausser

At the Wednesday, November 8, meeting, members will consider an ordinance extending some public parks safety measures to other City-owned properties, renewal of financial support to the EDC, review an Interlocal Agreement between the City and the Port of Olympia for the Bush Prairie Habitat Conservation Plan Amendment #3, and a review of three chapters of the Comprehensive Plan related to the Growth Management Act, housing needs allocation process, and climate and conservation.

PUBLIC WORKS:
Eileen Swarthout

At the next meeting on November 9, 2023, members will review and consider Resolution No. R2023-011, 2024 Fee Resolution, a Service Provider Agreement with RH2 Engineering Inc. for the Brewery Wellfield Development Project Amendment 2, and a Service Provider Agreement with Skillings Inc. for the Golf Course Parking Lot Stormwater Retrofit Design & Permitting Project Amendment 1.

**BUDGET AND
FINANCE:**
Debbie Sullivan

The committee met and submitted a recommendation approved on the consent calendar for 2024 Community Human Services Program funding allocations. The committee discussed budget amendments. The discussion on budget amendments will continue on November 7, 2023 at 4 p.m.

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

The Tumwater Youth Program (TYP) recently hosted a Friday night event on October 20, 2023 with 415 students participating.

Thurston Regional Planning Council recently posted the Hazards Mitigation Plan for the Thurston Region on its website to receive public comments. The document can be downloaded from TRPC at trpc.org/hazards. The deadline for comments is Friday, November 17, 2023 at 5 p.m.

City Administrator Parks reported on her attendance to the Tumwater Police Department's recent training event. During the event, Police Officer Seth Stauffer was awarded the Life Saving Award for his actions in September during voluntary outreach to the Dollar Tree Store. During the visit, the store manager approached him to inform him of an individual located outside who was experiencing distress and was unresponsive. Officer Stauffer performed CPR until the fire department was able to respond and administer aid. The individual subsequently recovered.

Mayor Sullivan reported on her attendance to the Intercity Transit Authority Board meeting. The Authority approved a draft budget for the public hearing and was introduced to the fifth operator class of bus drivers. Intercity Transit's staffing level for bus operators is 85% of the pre-pandemic staffing level. Another major action was the selection of the new general manager. The nationwide search was an intensive and lengthy process with three candidates from western Washington. The Authority announced the selection of the Interim General Manager, Emily Bergkamp. Ms. Bergkamp has been with Intercity Transit for 20 years.

**COUNCILMEMBER
REPORTS:**

Peter Agabi:

Members of the Joint Animal Services Commission discussed the 2024 draft budget and reviewed shelter statistics as of October 2023 compared to October 2022. The proposed 2024 budget represents an increase of 30%. The proposed budget is \$3.9 million. Members are scheduled to adopt the budget at its November meeting.

Councilmember Agabi attended an EDC Summit on October 25, 2023. To rectify the lack of a Thurston County development commission, Thurston EDC completed a study on the formation of an economic district with the counties of Thurston, Grays Harbor, Pacific, and Mason. The four-county community development strategy was completed and submitted to the U.S. Economic Development Administration. Approval was received to form the economic district. Within the next several months, the EDC will begin the establishment

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of a management structure of the new economic development district and establishment of the governing body. The governing body will be inclusive of at least three members from each of the four counties.

Charlie Schneider: There was no report.

Joan Cathey: At the last meeting of the Regional Housing Council, members discussed and rendered some important decisions related to housing.

Councilmember Cathey attended the Solid Waste Advisory Committee meeting.

Councilmember Cathey plans to attend the next General Government Committee meeting on Wednesday, November 8, 2023.

Angela Jefferson: Councilmember Jefferson reported on her participation in the selection of the Tumwater HOPES Coordinator. Three more candidates are scheduled for interviews later in the week.

Councilmember Jefferson reported she missed the Senior Picnic and chili competition because she was ill with COVID.

Leatta Dahlhoff: Councilmember Dahlhoff reported on the Civic Health Summit created by Lieutenant Governor Denny Heck and the Henry M. Jackson Foundation at the University of Washington and Washington State University. The summit was attended by over 200 community and political leaders from across the state to discuss and consider ways to seek common ground and build more robust ways to strengthen abilities to debate, discuss, and develop better solutions confronting society today. Individuals attended who are concerned about civic health to create action oriented and tangible recommendations to improve the governance demonstrated by elected officials in Washington and to develop practical and transformative ideas and create public accountability. The efforts are summarized in a report titled *Common Ground for the Common Good*.

Michael Althausen: At the last meeting of the Regional Housing Council on October 25, 2023, members acted on a variety of issues. The most significant action was approval of recommendations from the Affordable Housing Advisory Board on allocation of some funds appropriated by the Legislature for local jurisdictions for additional funding to contractors in recognition of the increased inflationary crisis. The \$1.4 million funding allocation recommendation will be forwarded to the Board of County Commissioners for approval. Members received a presentation on how two specific programs (Emergency Rental Assistance Program and the Temporary Rental Assistance Program) fared through the pandemic. The two primary programs were intended to assist families

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in Thurston County weather the pandemic through job loss, decreased income, or increased costs due to inflation. The programs provided a safety net and lifeline. The informative presentation identified how the funds were used in Thurston County and the demographics served. In total, \$53.5 million was received by the community to support families with housing needs. The funding represented a combination of state and federal funds. The presentation also covered a survey on existing conditions and possible future conditions in terms of whether the assistance helped to resolve issues. The survey documented excessive need continues to exist throughout the entire system across all income bands.

Eileen Swarthout:

During the November 3, 2023 Thurston Regional Planning Council (TRPC) meeting, one of several presentations included the High Capacity Transportation Study to examine options for multimodal high capacity transportation to serve travelers along the I-5 corridor between central Thurston County and Pierce County. Members discussed the desire for Sound Transit to extend service to Olympia; however, because of the population of the county, service is not warranted at this time. Included in the study was identification of alternative routes if I-5 is closed because of an emergency. TRPC released an updated Profile containing updated statistics for all cities in the county.

**EXECUTIVE
SESSION:**

Mayor Sullivan recessed the meeting at 8:19 p.m. for an executive session to discuss real estate acquisition pursuant to RCW 42.30.110(1)(b) for approximately 20 minutes. No action is anticipated following the executive session.

**RECONVENE &
ADJOURNMENT:**

Mayor Sullivan reconvened the meeting at 8:40 p.m.

MOTION:

Councilmember Dahlhoff moved, seconded by Councilmember Althausser, to adjourn the meeting at 8:40 p.m. A voice vote approved the motion unanimously.