

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
April 12, 2023 Page 1

CONVENE: 8:00 a.m.

PRESENT: Chair Michael Althaus and Councilmembers Joan Cathey and Leatta Dahlhoff.

Staff: City Administrator John Doan, Parks and Recreation Director Chuck Denney, Community Development Director Michael Matlock, Finance Director Troy Niemeyer, Water Resources and Sustainability Director Dan Smith, and Department Assistant II Brittaney McClanahan.

APPROVAL OF MINUTES:
GENERAL GOVERNMENT
COMMITTEE, MARCH 8, 2023:

MOTION: Councilmember Dahlhoff moved, seconded by Councilmember Cathey, to approve the minutes of March 8, 2023 as published. A voice vote approved the motion unanimously.

ORDINANCE NO. O2023-008,
AMENDING TITLE 2 OF THE
TUMWATER MUNICIPAL
CODE, ADDING CHAPTER 2.54,
GENERAL GUIDELINES FOR
ADVISORY BOARDS AND
COMMISSIONS:

City Administrator Doan reported the proposal was prompted by conversations to create an arts commission and avoidance of conflicts of interests when selecting art, as well as other boards and commission rules and consistencies for removal of members who may not be performing for various reasons. The proposal amends the current code and identifies a process for the Mayor and the Council to remove members if not adequately performing. The code expands the authority to include task forces and workgroups, etc. The proposal also directs each board and commission to develop a set of rules. The City Attorney has been working on a draft of an acknowledgment form for each member affirming their ethical obligations under state and City laws. The request is to review the proposed ordinance, provide input to staff, and make a recommendation to the Council for adoption.

City Administrator Doan provided clarifications on some of the proposed language in response to inquiries from several members.

Members discussed whether to refer the proposal to a Council worksession for additional review or recommend inclusion on the Council consent calendar. Members discussed the importance of transparency and openness of the City's process especially when recruiting for vacancies on boards and commissions. The committee agreed to refer the proposal for placement on the consent calendar acknowledging the ability for

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
April 12, 2023 Page 2

any Councilmember to pull the proposal for additional discussion.

City Administrator Doan advised that the proposal would be included on the Council's May 2, 2023 consent calendar.

**COMMUNITY CENTER
UPDATE:**

Director Denney briefed the committee on the history surrounding the development of a new community center. In 2018, the Council allocated \$12 million in the Metropolitan Park District budget for a community center with planning to commence in 2023/24 with construction in 2025. Staff initiated planning efforts in late fall 2022; however, because of staffing resources and emerging projects, as well as an arson fire at the Brewmaster's House Museum, the project has encountered delays.

A selection committee was established with membership including Councilmember Cathey, two Park Commissioners, and two staff members tasked to select a consultant and designer to assist staff in the community process and to design the components of the facility. Staff released a Request for Qualifications (RFQs) last fall and received six responses. Staff is familiar with all the firms with some more experienced in municipal community centers and recreation facilities while others are seeking an opportunity to gain experience by working with the City. Based on the score sheets, staff will schedule interviews and move forward with selection of the top candidate followed by contracting to begin the design process.

The next step is establishing a community center committee mirroring the needs of Tumwater. The large committee will include several assigned staff members, at least one Councilmember, and most members of the Parks and Recreation Commission, as well as members of the community representing schools, students, residents, seniors, social service providers, and other representing the community to provide input on the components to include in the facility.

When voters approved the Metropolitan Park District, the City committed to including a community center with meeting and special event space, senior services, indoor sports, courts, and land for a future public swimming pool. In the RFQs from consultants, the City requested consideration of more community amenities and options for partnerships to address different community needs and partners that might be housed in the facility.

TUMWATER GENERAL GOVERNMENT COMMITTEE

MINUTES OF VIRTUAL MEETING

April 12, 2023 Page 3

Director Denney referred to the recent tour of the YMCA facility. The YMCA facility did not include as much program space but more activity space, which will be explored in the proposed community center design in addition to potential partner needs. As the planning process continues, staff will schedule community meetings, conduct two community surveys, and sponsor public meetings to review the status of efforts on the project. As that process move forward, staff will evaluate needs and develop a draft concept of the community center with an estimated cost. By fall, a conceptual design will be drafted. During the initial design process, staff plans to evaluate sites in different areas of the City.

Director Denney invited questions from the committee.

Councilmember Cathey shared that she is nearing completion of reviewing the RFQs and will be submitting her recommendation.

Councilmember Dahlhoff asked whether there have been any discussions or decisions to host a community summit/forum for the project to enable the community to provide input. City Administrator Doan explained that the school community summit was typically hosted in the spring. Information has been conveyed to Tumwater HOPES that the City would support efforts if the organization desires to convene a summit. Tumwater HOPES serves as the lead for hosting an event because the organization's funding source requires the organization to convene a key leader summit or meeting.

Director Denney added that the City plans to host community meetings for the project at a school to engage in a community conversation and exchange ideas on the design of the community center. The RFQ also included a request for information on innovative and unique ways to gather public opinions to ensure the entire community has an opportunity to provide feedback.

Director Denney affirmed the timeline included in the agenda packet is the latest timeline as long as the last remaining evaluation sheets are submitted. Contracting with the selected applicant typically requires a month to complete. The contract is approved by the City Council.

ADJOURNMENT:

With there being no further business, Chair Althausen adjourned the meeting at 8:22 a.m.

TUMWATER GENERAL GOVERNMENT COMMITTEE
MINUTES OF VIRTUAL MEETING
April 12, 2023 Page 4

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net