

TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 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.

Staff: City Administrator John Doan, City Attorney Karen Kirkpatrick, Police Chief Jon Weiks, Transportation & Engineering Director Brandon Hicks, Assistant Transportation and Engineering Director Mary Heather Ames, Utility Operations Manager Steve Craig, Engineering Services Manager Bill Lindauer, Planning Manager Brad Medrud, and City Clerk Melody Valiant.

SPECIAL ITEMS:

PROCLAMATION: Councilmember Swarthout read a proclamation declaring the Week of May 21-27, 2023 as *Public Works Week* in the City of Tumwater. The proclamation urges the community to learn about the City's public works facilities and services, and to recognize Water Resources and Sustainability and Transportation and Engineering employees for the substantial contributions they make to protect community health, safety, comfort, and quality of life in Tumwater.

Assistant Transportation and Engineering Director Ames and Utility Operations Manager Craig accepted the proclamation. This year's theme during National Public Works Week is *Connecting the World Through Public Works*. Public works connects the entire community through infrastructure and services and enhances the quality of life for the communities served.

Assistant Director Ames and Manager Craig described some of the services provided by public works.

OFFICER OF THE YEAR: Police Chief Weiks recognized K9 Officer Chase Grimmatt as the 2022 Officer of the Year. Officer Grimmatt has been with the Police Department for four years and is one of the most selfless and dedicated officers of the department. Officer Grimmatt is always willing to help, never complains, and goes out of his way to help anyone at any time. He is well liked by everyone he meets. Officer Grimmatt was recently selected the department's second K9 Officer, which speaks to his dedication, hard work, maturity, and drive. The Officer of the Year is selected by peers within the Police Guild membership.

Police Chief Weiks presented Officer Grimmatt with a plaque acknowledging his selection as 2022 Police Officer of the Year. Police Chief Weiks recognized the late Bill McLaughlin, who for many years recognized Tumwater's Police Officer of the Year by presenting a U.S. Flag which was flown over the U.S. Capitol, Washington State Capitol, and City Hall. Police Chief Weiks presented the U.S. Flag to Officer Grimmatt.

TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 Page 2

Officer Grimmatt thanked the Council and his fellow officers for their recognition and his wife and parents for their support. He thanked officers of the department's patrol division for their support.

Mayor Sullivan reported that Officer Grimmatt also received several Life Saving Awards during a training event in Shelton.

2022
TRANSPORTATION
BENEFIT DISTRICT
ANNUAL REPORT:

Assistant Director Ames presented the Transportation Benefit District Annual Report for 2022.

Tumwater's Transportation Benefit District (TBD) generates revenue for transportation projects through sales tax as established by voter approval in September 2014. The TBD exists to preserve and maintain City street infrastructure.

An RCW overseeing the TBD requires the preparation and issuance of an annual report covering the financial and construction details of the previous year. A draft report has been prepared for the Council's consideration for approval and release.

During 2022, the TBD completed planning for preparation of the pavement projects affecting many areas of the City, completed some design work for projects scheduled for construction in 2024, and completed final construction details of the 2021 projects funded by the TBD.

In 2023, the TBD is scheduled to support the 2023 Pavement Maintenance Project and the annual striping project. The TBD will fund a contractor to complete the City's pavement rating inventory that is used in the planning of future transportation projects. The TBD is planning for the 2024 Pavement Maintenance Project to include chip seal, overlay, and road striping.

Assistant Director Ames requested approval to release the TBD Annual Report for posting on the City's website for ease of access and for the release the report to local media in accordance with state law.

The Council supported the release of the 2022 TBD Annual Report.

PUBLIC COMMENT: There were no public comments.

CONSENT
CALENDAR:

- a. Approval of Minutes: City Council, May 2, 2023
- b. Payment of Vouchers
- c. Service Provider Agreement for Bush Prairie Habitat Conservation Plan Phase 3
- d. Cancellation of the June 20th Regular Council Meeting
- e. Association of Washington Cities 2023 Annual Business Meeting Voting Delegates
- f. Letter of Understanding with Squaxin Island Tribe

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 Page 3**

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

**COUNCIL
CONSIDERATIONS:**

**2023 PAVEMENT
MAINTENANCE
PROJECT, AWARD
AND AUTHORITY
TO SIGN
CONTRACT:**

Manager Lindauer reported the 2023 Pavement Maintenance Project includes a blend of arterials, collectors, and local residential streets. The project focuses on pavement rehabilitation and overlays. The project also includes curb ramp replacement, crack sealing, and Citywide pavement markings. The project is twice as large as the 2020 project.

Manager Lindauer identified the areas of the project and described the specific components of improvements for each site.

Bids for the project were opened on May 10, 2023. Five bids were received ranging from \$3,857,857.00 to \$4,125,393.50. The Engineer's estimate for the construction contract is \$4,000,188.00. The lowest bidder was Miles Resources, LLC, of Puyallup, Washington.

In response to several questions, Manager Lindauer explained the City's process for evaluating the qualifications and reliability of a contractor. City projects pay prevailing wage. The contractor must also comply with all City contracting requirements

Director Hicks added that the City sends the bidding advertisement to the Office of Minority and Women Business Enterprises (OMWBE) voluntarily as there is no specific requirement. OMWBE advertises the project to small, minority, women, and veteran-owned businesses.

Manager Lindauer reported following a review of the contractor's qualifications and standing and the bidding documents, staff recommends approving the contract as the company is a fair and qualified company to complete the project. If approved, the work would begin in June and completed in September.

MOTION: Councilmember Swarthout moved, seconded by Councilmember Althausser, to award and authorize the Mayor to sign a Public Works contract with the lowest bidder Miles Resources, LLC, of Puyallup, WA, in the amount of \$3,857,857.00, for the 2023 Pavement Maintenance Project. Motion carried unanimously.

**REGIONAL
HOUSING COUNCIL
FRANZ ANDERSON**

Manager Medrud presented the proposal to draft a letter of commitment to the City of Olympia for the use of the City's ARPA funds for a project sponsored by the Regional Housing Council (RHC). The City determined the Franz

TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 Page 4

**PROJECT – LETTER
OF COMMITMENT:**

Anderson project would be an equitable choice to support permanently supportive housing project in the City of Olympia creating affordable, long-term housing. Another project near the site of the Franz Anderson permanently supportive housing project is a temporary village developed for placement of displaced individuals living in homeless encampments along state right-of-ways. The proposed project is located on the western portion of the site and serves as the next step in transitioning the homeless from the temporary village to permanent supportive housing. The project is located off Franz Anderson Road located west of the Olympia freeway interchange near Pacific Avenue.

The City of Olympia City Council was briefed on the project on May 9, 2023. Work has been initiated on the project by Olympia staff to draft a purchase and sale agreement for consideration in June. Olympia staff is drafting an interlocal agreement between the cities of Lacey, Olympia, and Tumwater and Thurston County for the use of ARPA and other funds to support the project. The City's General Government Committee was briefed on the project on May 10, 2023. The committee recommends the Council approve moving forwarding with drafting the letter.

City Administrator Doan advised that the Council designated \$550,000 in ARPA funds to regional housing projects. Of that amount, \$275,000 was dedicated to the Thurston County Housing Authority project on Capitol Boulevard.

Jacinda Steltjes with the City of Olympia described the purpose and the content of the proposed letter.

MOTION:

Councilmember Althaus moved, seconded by Councilmember Swarthout, to approve sending the letter of commitment to the City of Olympia for the use of City ARPA funds for the Franz Anderson project. Motion carried unanimously.

Mayor Sullivan acknowledged the attendance of several students from Black Hills High School.

**COMMITTEE
REPORTS:**

**PUBLIC HEALTH &
SAFETY:**
Leatta Dahlhoff

The May 9, 2023 meeting was cancelled. The next meeting is scheduled on June 13, 2023 at 8 a.m. The agenda includes a briefing on 2022 police data use of force.

**GENERAL
GOVERNMENT:**
Michael Althaus

The committee met on May 10, 2023 and reviewed the Franz Anderson proposed letter, discussed the tree and vegetative preservation regulations update, and approved a service provider agreement for the Brush Prairie

TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 Page 5

Habitat Conservation Plan. The next meeting is scheduled on June 14, 2023 at 8 a.m.

PUBLIC WORKS:
Eileen Swarthout

The next meeting is scheduled on May 18, 2023 at 8 a.m. The committee will consider a resolution for the Six-year Transportation Improvement Program and receive a presentation on the Investment Grade Audit proposal.

**BUDGET AND
FINANCE:**
Debbie Sullivan

There was no meeting and no report.

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

City Administrator Doan recognized all public works employees in Water Resources and Sustainability and Transportation and Engineering.

City Administrator Doan announced the hiring of the City's new Deputy City Clerk, Brandy Legomina.

City Administrator Doan noted that the TBD has utilized TBD funds to leverage over \$6 million in grants over the last eight years.

The City installed three electrical vehicle charging stations at City Hall for employees and the public.

City Administrator Doan acknowledged the efforts of the Community Development Department, Tree Board, Planning Commission, and Sustainability Coordinator Jones Wood, as well as to the Council for the adoption of the Urban Forestry Management Plan, which recently received awards from the American Planning Association and the Planning Association of Washington for Sustainability.

Mayor Sullivan reported the Intercity Transit Authority received an update on the participation of 135 bicycle commuters in the Earth Day Market Ride on Saturday, April 22, 2023. Interviews of the next operator class were recently completed. The Authority received a briefing on Intercity Transit's Zero Emissions Transition Plan.

Mayor Sullivan attended the May 6, 2023 South Sound Exceptional Women Award. Councilmember Dahlhoff's mother was one of the award recipients.

Mayor Sullivan participated in and spoke during a girl scout meeting at Peter G. Schmidt Elementary School on May 10, 2023. She attended the South Sound Military Communities Partnership for Elected Officials Council on May 11, 2023. On Saturday, May 13, 2023, she attended the Amtrak Centennial Station 30th year celebration. On Monday, May 15, 2023, she attended the Thurston EDC Investor Reception at the 1885 Steakhouse in downtown Olympia.

TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 Page 6

On May 17, 2023 Mayor Sullivan is scheduled to attend the last meeting of the Executive Advisory Group for the Washington State Department of Transportation Marvin to Martin Road project.

**COUNCILMEMBER
REPORTS:**

Angela Jefferson:

At the May 8, 2023 Tumwater HOPES meeting, members finalized the key leader event annual meeting. The event is scheduled on June 7, 2023 with the location to be determined. Invitations will be mailed in the next several days. Members discussed the possibility of collaborating with the Opioid Task Force to participate jointly to distribute lock boxes for medicine storage during the Thurston County Fair.

At the May 16, 2023 Olympia and Beyond meeting, members discussed the *It's the Party* event on Thursday, June 1 from 5:30 to 7:30 p.m. at the Hands On Children's Museum sponsored by the Port of Olympia with support by Budd Bay Café, The River's Edge Restaurant, and the Oyster House Restaurant. Local performers will provide entertainment. Tickets are \$40 in advance and \$50 at the door.

Charlie Schneider:

There were no reports.

Joan Cathey:

The Solid Waste Advisory Committee meeting in May was cancelled.

Councilmember Cathey attended the May 10, 2023 General Government Committee meeting.

At the last meeting of the Olympic Regional Clean Air Authority, members received a briefing on ozone 101 then and now and steps necessary to ensure clean air. Members reviewed the 2024 budget for the Authority.

Councilmember Cathey attended the Regional Housing Council meeting with Councilmember Althausen.

Leatta Dahlhoff:

At the last meeting of TCOMM 9-1-1 Administration Board, members received information on the status of the analog radio to digital radio upgrade project approved by voters several years ago through an increase in sales tax of 1/10th of one percent. The project is scheduled for completion at the end of 2024. Members welcomed newly appointed but long-term employee, Jonnica Elkins, as the agency's new Deputy Director.

At the last LOTT Clean Water Alliance Board meeting, members received a carbon emissions inventory update. LOTT's main source of greenhouse gas emissions is electricity. Councilmember Dahlhoff suggested the City's Green Team should consider the definition of "green" for the City of Tumwater in

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
May 16, 2023 Page 7**

terms of actions the City can take to improve the environment and reduce greenhouse gas emissions.

Councilmember Dahlhoff recently met with Lisa Gillotti, Founder & Executive Director of *Build a Bus Home*. The organization created a new umbrella, *Nurture Hope*, an overarching non-profit with numerous programs. Ms. Gillotti is seeking space for servicing buses and hosting a community hub for non-profits. Councilmember Dahlhoff provided site specifications to Tumwater staff who may know of potential sites.

Peter Agabi:

There were no reports.

Michael Althausen:

Members of the Regional Housing Council (RHC) adopted recommendations from the new advisory committees comprised of the Homelessness Advisory Committee and the Affordable Housing Advisory Committee. Members reviewed the funding recommendations for housing capital funds of approximately \$1 million. The RHC received \$1 million in project applications. Approximately \$500,000 was allocated to Homes First to acquire and rehabilitate two properties for permanent affordable housing units. The remaining funds were allocated to Habitat for Humanity for its Yelm project. Members reviewed the human services funding to consider projects requests of approximately \$600,000. The fund balance was approximately \$330,000. The Community Kitchen received the largest grant of \$107,000 followed by Thurston County Food Bank of \$75,000. TOGETHER received \$30,000 and smaller grants were awarded to other agencies. One recommendation from the advisory committee was returned to the committee as the project was focused on housing and homelessness rather than on human services. Members asked Thurston County to work with staff to develop a program to provide modest stipends to individuals who are serving on the advisory committees.

Councilmember Althausen acknowledged staff for receiving the award for the Urban Forestry Management Plan from the American Planning Association which speaks to the professionalism of staff and the good work in developing the plan.

Eileen Swarthout:

There were no reports.

ADJOURNMENT:

With there being no further business, Mayor Sullivan adjourned the meeting at 8:06 p.m.