

**TUMWATER GENERAL GOVERNMENT COMMITTEE  
MINUTES OF SPECIAL VIRTUAL MEETING  
APRIL 15, 2025 PAGE 1**

**CONVENE:** 8:00 a.m.

**PRESENT:** Chair Michael Althausser and Councilmember Leatta Dahlhoff.

Absent: Councilmember Joan Cathey.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Administrator Kelly Adams, Community Development Department Director Michael Matlock, Parks and Recreation Department Director Chuck Denney, Finance Department Director Troy Niemeyer, Deputy Director of Community Development Department Brad Medrud, Facilities Manager Chris Graham, Housing and Land Use Planner Erika Smith-Erickson, and Associate Planner Dana Bowers.

**APPROVAL OF  
MINUTES: GENERAL  
GOVERNMENT  
COMMITTEE, MARCH  
18, 2025 – SPECIAL:**

**MOTION:** Councilmember Dahlhoff moved, seconded by Chair Althausser, to approve the March 18, 2025 minutes as presented. A voice vote approved the motion.

**ORDINANCE NO. O2025-003, PLANNING COMMISSION COMPOSITION** Deputy Director Medrud reported the request to place the ordinance on the May 6, 2025 City Council Consent Calendar for consideration with a recommendation to adopt the ordinance.

State law authorizes the City to create a Planning Commission comprised of three to twelve members. Of the authorized nine members for the Tumwater Planning Commission, two positions are vacant. In 1984, one position was designated to represent Tumwater's urban growth area. It has been difficult to fill all nine positions, which has caused the cancellation of some meetings because of the lack of a meeting quorum. The proposal is to reduce the number of positions to seven to create a manageable level and assist in attaining meeting quorums.

Councilmember Dahlhoff asked about the comparison of membership with other boards and commissions in the City. Deputy Director Medrud advised that most boards and commissions are comprised of five to seven positions. The Planning Commission has the largest number of positions.

Councilmember Dahlhoff advised that she submitted two applications for membership on the Planning Commission. She inquired as to the status of the applicants. Deputy Director Medrud advised that recruitment and appointments are coordinated through the Mayor's office. Typically, applicants select the Planning Commission as their second or third choice

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of the boards and commissions with vacant positions. Within the last several years, recruitment has been difficult, as well as the lack of applications from qualified candidates.

Councilmember Dahlhoff asked about the status of a study for a stipend for boards and commissions. City Administrator Parks advised that with the appointment of the Assistant City Administrator, the study will be pursued for stipends for boards and commissions. Assistant City Administrator Kelly has experience in establishing a stipend program for the City of Lacey. The issue of a nine-member Commission is not necessarily related to stipends but in the difficulty of recruiting willing and qualified volunteers to serve on the Planning Commission.

Councilmember Dahlhoff said although she is supportive of the proposal, she also has some reservation because during the periodic review of the Comprehensive Plan and other planning work, it is much more difficult for a smaller Commission to work through the review process.

Chair Althauser agreed that the Commission is often charged to review issues. A full membership helps to allocate reviews equally among members.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Chair Althauser, to place Ordinance No. O2025-003, Planning Commission Composition, on the May 6, 2025, City Council meeting agenda under Council Considerations with a recommendation to adopt. A voice vote approved the motion unanimously.**

**93RD AVENUE SW AND  
CASE ROAD SW 10  
PERCENT ANNEXATION  
PETITIONS (TUM-25-  
0128):**

Deputy Director Medrud reported the City received separate 10 percent annexation petitions from adjacent property owners. The proposal combines the petitions for one annexation. Concurrently, the owners submitted 60 percent petitions for the two parcels.

The two properties located off 93<sup>rd</sup> Avenue are within the City's urban growth area. The properties are adjacent to the southwest corner of the Olympia Regional Airport off 93<sup>rd</sup> Avenue. The owners filed the petitions in February 2025. The petitions were deemed complete in March following payment of fees. The applications are subject to the 60-day rule for consideration by the Council. As both owners own all the property within the boundary of the annexation area, both owners filed petitions for the 60% requirement. The property owners have indicated willingness to assume a fair share of City indebtedness if annexed, as well as accepting existing land use designations and zone districts of the properties. Staff is unaware of any other pending applications before Thurston County for the properties or any development proposals for the properties.

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The combined parcels are approximately 10+ acres in size and are designated as Light Industrial zoning with an Airport Overlay adjacent to the properties. The properties are undeveloped with the exception of an existing house and outbuildings on one parcel.

The first application is for property of approximately 4.87 acres located at 1020 93<sup>rd</sup> Avenue SW owned by Nathan Waunch. The second property is located between the first property and the City boundaries. That property lacks an address as no development of the property has occurred. The property is owned by H. John and Diane Elwin and is approximately 5.87 acres in size.

The initial request to the City Council is the 10% annexation petition. The Council is requested to set a date no later than 60 days after filing of the petition for a meeting with the property owners. The request is whether the City Council is willing to accept, reject, or modify the annexation proposal. The second request is adoption of the current land use designation of the properties to be annexed. The Joint Plan established land use designations for the area. The property owners must also agree to assume existing City indebtedness of the area to be annexed.

Deputy Director Medrud shared a graphic outlining the steps of an annexation process.

In response to a question on the City's indebtedness assumed by the property owners upon annexation, Deputy Director Medrud indicated he would follow up with more information at the committee's May meeting.

Councilmember Dahlhoff inquired about the reasons the owners want to annex. Deputy Director Medrud advised that he is aware that the owners prefer to work with the City through its permitting process versus the county's permitting process. The owners have not shared any information on potential development of the properties.

Deputy Director Medrud reported that if the Council accepts the petition, the 60% petitions would be considered following a legal review of the petition to confirm all signatures. Following affirmative action by the Council, the proposed annexation is forwarded to the Thurston County Boundary Review Board for a separate review and an opportunity for other districts and agencies to comment on the proposed annexation. If the annexation is approved by the Boundary Review Board, the annexation is returned to the City.

Staff recommends placement of the 10 Percent Annexation Petitions with no modification on the May 6, 2025, City Council meeting agenda under Council Considerations to determine whether to accept the proposed annexation and whether the City Council will require the assumption of

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existing City indebtedness by the area to be annexed.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Chair Althausser, to place the 10 Percent Annexation Petitions on the May 6, 2025, City Council meeting agenda under Council Considerations for the City Council to determine whether to accept the proposed annexation and require the assumption of existing City indebtedness by the area to be annexed. A voice vote approved the motion.**

**FIRST AMENDMENT  
TO THE CONTRACT  
WITH THE  
WASHINGTON STATE  
DEPARTMENT OF  
COMMERCE FOR THE  
2025 COMPREHENSIVE  
PLAN CLIMATE  
PLANNING GRANT:**

Deputy Director Medrud reported that three amendments are proposed to the contract with the Washington State Department of Commerce for the 2025 Comprehensive Plan Planning Grant. The first two amendments are requested for consideration at this time.

The amendment for the Climate Planning Grant changes only the deliverables. When the original grant was executed, the due date for the periodic update was June 30, 2025 to provide the final adopted Climate Element. The state changed the due date to December 31, 2025. The proposal is to deliver a draft Climate Element on June 30, 2025. The committee is requested to place the First Amendment to the Contract with the Washington State Department of Commerce for the 2025 Comprehensive Plan Periodic Update Climate Planning Grant on the April 15, 2025 Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Chair Althausser, to place the First Amendment to the Contract with the Washington State Department of Commerce for the 2025 Comprehensive Plan Periodic Update Climate Planning Grant on the April 15, 2025 Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion.**

**FIRST AMENDMENT  
TO THE CONTRACT  
WITH THE  
WASHINGTON STATE  
DEPARTMENT OF  
COMMERCE FOR THE  
2025 COMPREHENSIVE  
PLAN GMA PERIODIC  
UPDATE GRANT:**

Deputy Director Medrud advised that the grant with the Department of Commerce is for the Comprehensive Plan Periodic Update covering some funding for the Transportation Plan and the update of the Economic Development Plan. As the Economic Development Plan is not a state requirement and the City is undergoing the hiring process for a new Economic Development Coordinator, the amendment changes the scope of work to remove the final documents, include draft documents, and shift remaining funds of \$12,500 from the Economic Development Plan to the Transportation Plan. Staff anticipates work to continue on the update of the Economic Development Plan later in the year.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Chair Althausser, to place the First Amendment to the Contract with the Washington State Department of Commerce for the 2025 Comprehensive Plan Periodic Update GMA Periodic Update Grant on the April 15, 2025**

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**Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion.**

**SERVICE PROVIDER  
AGREEMENT WITH  
BOBBIE & AMANDA'S  
CLEANING SERVICE  
FOR JANITORIAL  
SERVICES:**

Manager Graham presented the new contract for City janitorial services. The previous contract expired on March 31, 2025. The proposed agreement is effective until March 31, 2028.

Staff completed a competitive bidding process and received 10 proposals. Following a scoring of the proposal by a panel of four, the highest scoring service provider was Bobbie & Amanda's Cleaning Service, the current service provider. Staff requests placement of the Service Provider Agreement with Bobbie & Amanda's Cleaning Service for Janitorial Services on the April 15, 2025 Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign.

In response to a question on the cost of service, Manager Graham replied that the service cost was adjusted for inflation as well as some changes in the scope of service by adding more facilities to clean, such as the Police Department's gym space.

Councilmember Dahlhoff asked whether any provisions exist within the contract requiring the contractor to utilize sustainable products or green certification in terms of service delivery. Manager Graham advised that the contract does not include specific provisions for sustainable products or green certification.

City Administrator Parks advised that staff would provide additional information with respect to green certification.

Manager Graham added that the previous contract did not specify sustainable products or require the contractor to discontinue the use of some products. Currently, the contractor uses green products equating to 50% of all products used. As a result, some general cleaning products will be removed.

Councilmember Dahlhoff asked whether the information is documented in terms of the types of cleaning products to avoid the use of any toxic products.

Director Denney advised that the contract has evolved over years as society has become more aware of the importance of avoiding the use of toxic products. A number of products have been replaced. A comprehensive list of the products can be provided to the committee. The contract also includes additional services for recycling and food composting at City facilities serving food.

**MOTION:**

**Councilmember Dahlhoff moved, seconded by Chair Althaus, to**

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**place the Service Provider Agreement with Bobbie & Amanda's Cleaning Service for Janitorial Services on the April 15, 2025, Council Consent Calendar with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion.**

**ADJOURNMENT: With there being no further business, Chair Althausser adjourned the meeting at 8:33 a.m.**

Prepared by Valerie L. Gow, Recording Secretary/President  
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