

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
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**CONVENE:** 7:00 p.m.

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

Excused: Councilmember Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Department Director Troy Niemeyer, Acting Police Chief Jay Mason, Fire Chief Brian Hurley, Transportation and Engineering Department Director Brandon Hicks, Water Resources and Sustainability Department Director Dan Smith, IT Department Director Lance Inman, Community Development Department Director Michael Matlock, Community Development Department Deputy Director Brad Medrud, Communications Manager Jason Wettstein, Police Lieutenant Carlos Quiles Jr., Housing and Land Use Planner Erika Smith-Erickson, and City Clerk Melody Valiant.

**SPECIAL ITEMS:**

**PROCLAMATION:  
BIKE MONTH, MAY  
2025:** Councilmember Swarthout read a proclamation declaring *May 2025 as Bike Month*. The proclamation, in recognition of National Bike Month and Clean Air Month, encourages all residents to put forth their best effort to reduce single-occupant motor vehicle trips to reduce air pollution, energy consumption, and traffic congestion.

Mayor Sullivan presented the proclamation to Duncan Green with Intercity Transit. Mr. Duncan said he represents Intercity Transit and the Thurston County Bicycle Community Challenge (BCC). He thanked the Mayor and the City Council for proclaiming May as Bicycle Month in the City of Tumwater. May is also National Bike Month. The BCC and associated events are free of charge, and everyone is encouraged to participate. Intercity Transit also sponsors the Walk N Roll program of classes, activities, volunteer opportunities, and creative ways for bicycling. The program collaborates with schools, the Cascade Bicycle Club, and several community organizations to provide education, resources, and bikes in a wide variety of settings. The program teaches students and adults how to ride safely and how to maintain and equip bicycles. The 38<sup>th</sup> Annual Bicycle Commuter Challenge promotes fun, health, and a cleaner and greener community. Registration is available at [www.bcc.intercitytransit.com](http://www.bcc.intercitytransit.com).

**PROCLAMATION:  
56TH MUNICIPAL  
CLERK'S WEEK,** Councilmember Althaus read a proclamation declaring *May 4-10, 2025 as 56<sup>th</sup> Municipal Clerk's Week*. The proclamation calls upon the people of the City of Tumwater to celebrate all Municipal Clerks for the vital services they

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**MAY 4-10, 2025:** perform and for their exemplary dedication to the communities they represent.

Mayor Sullivan presented the proclamation to City Clerk Melody Valiant. She thanked the Mayor and the Council for issuing the proclamation and recognizing her work and service as City Clerk and the work of Deputy City Clerk Tracie Core.

**PROCLAMATION:  
EMERGENCY  
MEDICAL  
SERVICES WEEK,  
MAY 18-24, 2025:**

Councilmember Agabi read a proclamation recognizing *May 18-24, 2025 as Emergency Medical Services Week*. The proclamation encourages all people to join in the observance to recognize those who give so much of themselves and consistently rise to the challenge for the safety and health of others.

Fire Chief Hurley thanked the Mayor and the Council for the recognition. The system involves teaching the public on how to administer CPR, calling 911, response from fire and EMS, law enforcement, transporting patients to the hospital, and the support provided by the hospital teams. Tumwater Fire Department receives approximately 6,000 calls each year, of which approximately 75% are for emergency medical service calls. The Tumwater Fire Department is staffed by 59 individuals who are certified either as a paramedic or as an emergency medical technician to provide care. He introduced Paramedic/Firefighters Paul Porter, Joe Williamson, and Jon McLean. Paramedic McLean recently joined the department as part of a group of new employees recently hired to staff a new medic unit.

**JOINT ANIMAL  
SERVICES UPDATE:**

Sarah Hock, Executive Director, Joint Animal Services, provided information on 2024 activities. Joint Animal Services received over 5,000 hours of volunteer service by 140 volunteers averaging approximately 40 hours for each volunteer. Washington State values volunteer service at approximately \$40 an hour. Based on the amount of volunteer hours in 2024, the organization received the equivalent of 2.75 full-time equivalent employees saving the organization over \$200,000. Volunteers provide service at the shelter by walking dogs, cleaning kennels, database entry, laundry, participating in events, and assisting in adoptions.

Last year, 350 cats were placed in foster care in addition to 77 dogs and 18 other animals totaling 445 animals receiving foster care. The organization experienced its first court case foster in 2024, a major accomplishment, as there is substantial legal and liability surrounding animals and foster care. Last year, the special case involved a foster willingness to pursue a court case. The organization created a new program for cruelty response for fosters and volunteers to receive extensive training with the organization's field team and partner veterinarian to help support field support officers in the field and fostering after removal of animals from owners.

The organization participated in 25 community events in 2024. The

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organization created the Animal Allies Club with the Timberland Regional Library, a monthly club meeting in the cities of Lacey and Yelm with youths engaging in art projects focused on learning about specific animals.

In 2024, the shelter established a veterinary department offering veterinarian service. This year, the shelter plans to hire a licensed veterinarian tech to support the department. Last year, the two team members were able to complete over 2,000 exams on animals, over 1,200 spay/neuter surgeries, and 64 additional surgical procedures.

Other achievements include animal welfare and field managers elected to serve as members of the Washington Animal Care and Control Association Board of Directors. Ms Hock reported she was elected to serve as a member of the National Animal Care and Control Association Board of Directors.

Animal intake continues to increase each year with a drop occurring during the pandemic with each year slowly increasing in the number of animal intakes. Despite an increase, the shelter has reduced the average length of stay from 11 days in 2023 to seven days in 2024. Animal intakes include strays, owner surrenders, and custody cases totaling 3,305 animals last year. Fewer cats were received in 2023 than in 2024; however, the intake in dogs has progressively increased each year with 2024 resulting in an increase of 27% of dog intakes to the shelter.

Ms. Hock shared a breakdown of intakes by the four partner jurisdictions. Positive outcomes reflect an increase in adoptions but a decrease in transfers to partner shelters. Return to owner was static for stray animals returned to owners. The shelter experienced an increase in the Community Cat Program.

Field response continues to increase each year with a majority of the calls in Thurston County followed by the City of Olympia. Last year, the City of Olympia experienced an increase of 11%, the City of Lacey experienced an increase of 21%, and the City of Tumwater experienced an increase in 8% in field calls with Thurston County experiencing an increase in field calls of 23.5%. The shelter averaged approximately 18.6% more field calls in 2024. Field casework also included welfare animal checks to include livestock. The case involving 40 Great Pyrenees dogs was primarily caused by the lack of proper veterinary care. The owner originally purchased eight dogs and did not have the funds to spay or neuter the eight livestock guardian dogs. The dogs did not have adequate shelter. The creative solution included working with the owner to reduce the number of dogs to the original eight animals. In partnership with the owner, the shelter received several dogs each week for neuter or spay surgery. A shelter partner agreed to take some of the puppies for placement in homes leaving the owner with the original eight dogs.

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The organization completed a space need assessment. In 2022, the capital facilities plan completed with the City of Lacey labeled the shelter as the second worst building in the City of Olympia. The capital facilities plan completed in 2022 did not include funds for site acquisition or development. The plan included an estimate of \$30 million to construct a 27,000 square-foot building. Following the contract with Animal Arts, the initial needs concept called for 30,000 square feet of space. The organization reviewed the concept to ensure fiscal responsibility while ensuring the building would meet needs. A second concept was completed. The proposed revised value engineered concept is for a building of less than 20,000 square feet. Ms. Hock reviewed the programming elements of the building concept. The design is estimated to cost approximately \$33 million to \$41.5 million. The variant of the cost is associated with the cost of site acquisition and site development.

Considerations by partner agencies include the veterinary services area and potential revenue sources the shelter could assess to assist in constructing the building, the financial model, and the financial tools to use to achieve the objective of a new facility. The state allocated \$1 million for design services. The shelter estimates receiving \$500,000 in grants from private foundations. The sale of the existing property would also contribute to the cost of the new building, as well as consideration of local donations, leaving a balance ranging from \$26 million to \$34 million for a new facility. Additional partner considerations include the financing model to use, such as a levy, a bond, or establishing an animal control district to help create a funding mechanism. Currently, the interlocal agreement addresses the cost of any loan repayment as based on a per capita basis of each partner jurisdiction.

Councilmember Althaus asked about the structure of an animal control district. Ms. Hock advised that more work is necessary in the legislature. Representative Parsley is interested in pursuing a bill. The proposal would entail formation of a district, similar to a water district or a transportation benefit district. Any city or county could elect to form the district. Exploration continues on ways to create the district as to whether it would only entail councilmanic action or voter approval. More research is underway with constituents about the framework of the option. Other jurisdictions in the state have indicated support for the option. Should the organization pursue the option, the animal shelter would be one of the first ones in the country to form a district for funding municipal animal services that are historically underfunded. Partner jurisdictions would have the option to enact an animal control district as a funding mechanism.

Ms. Hock addressed questions about volunteer assignments. The organization offers volunteers options for volunteering for specific tasks as

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well as encouraging volunteers to assist in areas that need additional support. The greatest need of the animal shelter is fostering either short-term or long-term, cat litter, and adult and kitten food and formula at this time of year. Dog food (dry preferred) is always welcome as well as sturdy toys.

Councilmember Agabi asked about the potential cost for each jurisdiction for a new facility. Ms. Hock responded that a meeting was held with all partner jurisdictions to discuss financial options surrounding a new facility. Those conversations are continuing. The meeting was an initial meeting with staff from each jurisdiction to begin discussions on the financial obligation of each jurisdiction as some of the contributions from jurisdictions could potentially change dependent on revenue obtained from other sources. Many revenue tools and financial mechanisms and sources are available to consider.

**PUBLIC COMMENT:** **Cortini Holthaus, 5606 22nd Avenue SE, Olympia, 98503**, said she filed a federal complaint against the Tumwater Police Department, Washington Department of Corrections, St. Peter’s Hospital, and Multicare Lacey Emergency because she has received ongoing retaliation after speaking up against the organizations about harm. She has been followed, denied assistance, mislabeled medically, and digitally harassed. She lives like a fugitive not because she did anything wrong, but because she told the truth and she would like everyone to know that she is dedicated to justice and the truth.

**CONSENT  
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, March 25, 2025
- b. Approval of Minutes: City Council, April 15, 2025
- c. Approval of Minutes: City Council Special Joint Port of Olympia, April 29, 2025
- d. Payment of Vouchers
- e. Grant Agreement Amendment No. 1 with Washington Recreation & Conservation Office for the Percival Creek Project
- f. Award of Bid for 2025 Pavement Maintenance project, with Lakeside Industries
- g. Ansten Sewer Project, Contract Award, with A&D Enterprises, LLC

**MOTION:** **Councilmember Althausser, moved, seconded by Councilmember Swarthout, to approve the Consent Calendar as published. A voice vote approved the motion unanimously.**

Mayor Sullivan reviewed the items approved on the Consent Calendar.

**COUNCIL  
CONSIDERATIONS:**

**ORDINANCE NO.** Deputy Director Medrud reported the proposed ordinance reduces the size of

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**O2025-003,  
PLANNING  
COMMISSION  
COMPOSITION:**

the Planning Commission from nine to seven members. State law allows a membership from three to twelve members. In 1984, the City Council established the Commission's membership as nine members and in 1993 adjusted the ordinance to include one member representing the City's urban growth area. The proposal is the first change in over 30 years because of the difficulty associated with recruitment of applicants to fill nine positions primarily because of the numerous volunteer opportunities available both at the City and throughout the community.

The General Government Committee recommended the Council approve the proposal.

Councilmember Althauser reviewed the reasons for the committee's support of the proposal.

Deputy Director Medrud addressed questions about recruitment efforts by the City and the challenges encountered when more than one member resigns because of relocation or other reasons.

**MOTION:**

**Councilmember Althauser moved, seconded by Councilmember Cathey, to adopt Ordinance No. O2025-003, Planning Commission Composition, as recommended by the General Government Committee at their April 15, 2025, meeting. A voice vote approved the motion unanimously.**

**93RD AVENUE SW  
AND CASE ROAD  
SW 10 PERCENT  
ANNEXATION  
PETITIONS:**

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

The two properties are located off 93<sup>rd</sup> Avenue 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. As both owners own all the property within the boundary of the annexation area, both owners filed petitions for the 60% requirement.

The applications are subject to the 60-day rule for consideration by the Council. The Council is under no obligation to accept an annexation petition. The timeline affords time for the Council to ask questions and discuss the process with staff, as well as with the applicants about the desire to annex to the City. Both property owners indicated willingness to assume a fair share of City indebtedness if annexed, as well as accepting existing land use designations and zone districts for 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 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 is the 10% annexation petition. The request is whether the City Council is willing to accept, reject, or modify the annexation proposal.

Assumption of the City's indebtedness includes a pro rata share of the annexed city's outstanding indebtedness that has been approved by voters, contracted, or occurred prior to the date of annexation. Essentially, the obligations include the Tumwater Metropolitan Park District and general government obligations through the City.

Deputy Director Medrud reviewed a flowchart of the annexation process. If the Council accepts the petition, the 60% petitions would be considered following a legal review of the petition to confirm all signatures. The Council would then consider the annexation during a public hearing, affording the public an opportunity to comment on the proposal. Following the public hearing, if the Council approves the proposed annexation, the annexation is forwarded to the Thurston County Boundary Review Board for a separate review and an opportunity for the public, 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 for adoption of an ordinance formally recognizing the annexed area to the City.

The General Government Committee recommended placement of the 10 Percent Annexation Petitions with no modification for consideration of the proposed annexation and whether the City Council will require the assumption of existing City indebtedness by the area to be annexed.

Councilmember Althauser questioned the proposal's impact on the existing work plan approved by the Council earlier in the year and its impact on work items approved to move forward by the Council. Deputy Director Medrud advised that the work plan included some time in the likelihood of the City receiving annexation petitions.

Councilmember Swarhout asked whether the parcels are currently

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connected to City water and sewer. Deputy Director Medrud advised that the properties are not connected to City services; however, if development occurs on the property under either the county or City's jurisdiction, the development would be responsible for the extension of public services to serve the property. The City's utility's comprehensive plan anticipates serving the area; however, any development application would trigger an extension of services.

Councilmember Swarthout inquired as to whether the proposal would create a county island. Deputy Director Medrud advised that no county island would be created from the annexation.

Councilmember Cathey asked about any other requirements since the property is located near the airport. Deputy Director Medrud said the regulations under the airport overlay are the same regardless if the owners develop under the City or under Thurston County. Thurston County's last update of the Joint Plan expanded its Airport Overlay to match the City's Airport Overlay. Development occurring in the urban growth area must meet City requirements.

Councilmember Cathey asked about the location of any residential properties near or adjacent to the properties. Deputy Director Medrud advised of a potential large lot residential development to the north of the property, which would be guided by existing zoning and land use overlay. Those types of issues are addressed during a development review of a proposed development application regardless of whether the property is annexed.

**PUBLIC COMMENT:** **Ryan Haddock** said he has been working with the property owners on future development options for the properties since 2015. They discovered through outreach that many businesses that want to locate within the Light Industrial zone require additional City services beyond sewer and water, to include fire and police protection. That is one of the reasons the property owners desire annexation to the City as it would enable accelerated development of both properties.

**MOTION:** **Councilmember Althaus** moved, seconded by **Councilmember Swarthout**, to accept the proposed annexation petitions and initiate the annexation process for the 93rd Avenue SW and Case Road SW annexation (TUM-25-0128). A voice vote approved the motion unanimously.

**COMMITTEE  
REPORTS:**

**PUBLIC HEALTH &  
SAFETY:**

The next meeting is scheduled on May 13, 2025 to receive updates on the Crisis Response and FDCARES Program and Thurston County District

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*Peter Agabi*

Court.

**GENERAL  
GOVERNMENT:**  
*Michael Althausser*

The next meeting on May 14, 2025 includes consideration of:

- 2025 Comprehensive Plan Periodic Update – Lands for Public Purposes and Utilities
- 5901 Black Lake-Belmore SW 10 Percent Annexation Petition (TUM-25-0453)
- Food System Plan – Development Update
- 2025 Comprehensive Plan Middle Housing Grant with the Department of Commerce Amendment No. 1

**PUBLIC WORKS:**  
*Eileen Swarthout*

The next meeting on May 8, 2025 includes consideration of:

- Small Government Enterprise Agreement Renewal with Esri
- Annual Barnes Lake Management District (BLMD) Work Plan and Budget Review

**BUDGET AND  
FINANCE:**  
*Debbie Sullivan*

The last meeting on April 25, 2025 included a monthly financial update and an update on the Community Human Resources Program for 2025 funding proposals. The committee is scheduled to review applications in June. An ordinance on the execution of contracts and other legal documents was also reviewed.

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

City Administrator Parks reviewed dates of the Saturday sessions of the Council's Strategic Planning process. The three dates include Saturday, June 7, 2025 from 9 a.m. to 4 p.m., Saturday, June 28, 2025 from 9 a.m. to 4 p.m., and Saturday, September 20, 2025 from 9 a.m. to 4 p.m. The meetings are scheduled at the Fire Training Room at the Tumwater Headquarters Fire Department.

Voters approved extending the Transportation Benefit District with the election results certified by the Thurston County Auditor's Office based on the 30% voter turnout. The measure was supported by approximately 77% of City voters. She acknowledged the Council for their leadership throughout the process and the work of the advocacy committee members of Councilmember Swarthout and former Mayor Pete Kmet. She thanked staff for their efforts on transportation projects completed over the last ten years that served to demonstrate the benefits of the Transportation Benefit District to the community. She thanked Communications staff for their outreach to the community.

The City received approval of the Habitat Conservation Plan and the Incidental Take Permit from U.S. Fish and Wildlife Service for the Operations and Maintenance Facility proposed for construction off 79<sup>th</sup> Avenue on City property. The Council will receive an update on the project during a work session.

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The Council recently received an invitation from the Methodist Church for an orchard dedication on May 18, 2025 at 11:45 a.m. as an addition to the community garden. The orchard will include 40 apple trees. The project was funded through the Metropolitan Park District.

Future events include Thurston Forward on May 10, 2025, a local DEIB event sponsored by the League of Women Voters from 9 a.m. to 3 p.m. at the South Puget Sound Community College campus in Lacey. Registration is required through the League of Women Voters. Communications Manager Wettstein has been representing the City.

The City's statistically valid survey has been released. The random survey is being conducted by DHM Research on behalf of the City. Concurrently, Communications staff is developing outreach strategy for the Community Engagement Survey for release to the entire community following the close of the statistically valid survey.

The Parks and Recreation Department recently moved to its new location at 821 Airport Court SE. The temporary location frees up space for the Police Department to expand at City Hall to accommodate the Body-Worn Camera Program.

Mayor Sullivan attended the Thurston Economic Development Council meeting on April 23, 2025. Members received a presentation on the Bright Night project, a large battery storage facility for backup power for utilities powered through Puget Sound Energy located south of the Town of Bucoda. The site is over 80 acres in size with the development comprised of only 12 acres. The remaining acreage will retain existing trees as a buffer to the facility. Members received a presentation on the Scale-Up Program involving funding sponsored by the Washington State Department of Commerce for the new biennium for start-up businesses and entrepreneurial.

Mayor Sullivan announced that Community Development Department Director Mike Matlock is scheduled to retire at the end of May. Director Matlock has served as an amazing Community Development Director. Based on his retirement, the next Director has been selected. Deputy Director Brad Medrud has been with the City for many years, led the Council through many projects, and was selected as the Director of the Community Development Department.

**COUNCILMEMBER  
REPORTS:**

***Peter Agabi:***

Marc Daily, the Executive Director of the Thurston Regional Planning Council has announced his departure from the organization at the end of

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June.

***Michael Althaus:*** The Regional Housing Council is scheduled to meet at the end of May.

The Deschutes Estuary Work Group has not held a recent meeting; however, the Legislature transferred the authority of the project from the Department of Enterprise Services to the Department of Ecology.

Councilmember Althauser congratulated Deputy Director Medrud on his promotion.

***Eileen Swarthout:*** Members of the TRPC recently received an email announcing the departure of Mr. Daily, who accepted a position with South Puget Sound Regional Council. At the last TRPC meeting, members discussed equity language in the Regional Transportation Plan. The Transportation Policy Board requested modification of some language consistent with recent federal Executive Orders and priorities. After feedback from many individuals and groups, TRPC members did not accept the Policy Board's proposal to revise the language.

***Leatta Dahlhoff:*** Councilmember Dahlhoff congratulated Deputy Director Medrud on his promotion and Director Matlock on his well deserved retirement.

The Opioid Abatement Council meeting was cancelled. The next meeting of the TCOMM 911 Administration Board is on Wednesday, May 7, 2025 followed by meetings of General Government Committee, Public Health and Safety Committee, LOTT Clean Water Alliance Board, and a meeting on World Relief.

***Angela Jefferson:*** There were no meetings and no report.

***Joan Cathey:*** The Thurston County Solid Waste Advisory Committee cancelled its meeting. The next meeting of the Olympic Region Clean Air Authority (ORCAA) is scheduled next week in addition to the General Government Committee meeting on Wednesday, May 14, 2025.

**ADJOURNMENT:** **With there being no further business, Mayor Sullivan adjourned the meeting at 8:38 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President  
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