

MEETING MINUTES

TUMWATER CITY COUNCIL WORK SESSION

August 25, 2026



CONVENE: 6:00 p.m.

PRESENT: Mayor Leatta Dahlhoff and Councilmembers Peter Agabi, Joan Cathey, Angela Jefferson, Eileen Swarthout, Meghan Sullivan, Kelly Von Holtz, and Brandon Weedon.

Staff: City Administrator Paul Simmons, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Information Technology Director Lance Inman, Community Development Director Brad Medrud, Deputy Community Development Director Sharon Lumbantobing, Water Resources & Sustainability Director Dan Smith, Police Chief Carlos Quiles and City Clerk Melody Valiant.

Others: Washington Cities Insurance Authority Executive Director Ann Bennett & ECONorthwest Project Director Erik Bagwell.

**WASHINGTON CITIES
INSURANCE
AUTHORITY TRAINING
– COUNCIL BEST
PRACTICES:**

Assistant Kirkpatrick introduced Ann Bennett, Executive Director with Washington Cities Insurance Authority (WCIA) who would be presenting Council Best Practices. Director Bennett provided an overview of WCIA, noting Tumwater has been a member since 1985, and discussed the organization’s liability coverage, risk management training and loss prevention services. She also explained the increasing liability risks facing public entities.

Director Bennet reviewed several best practices for reducing liability including:

- Follow legal and staff advice and remain within the Council’s legislative role.
- Avoid promises or statements that could create liability.
- Protect executive-session information and use City systems for City business.

- Keep personal, campaign, and official social media separate.
- Work through appropriate staff when representing the City on outside boards and committees.

Councilmembers asked questions and shared experiences related to the topics and best practices presented.

**COMMUNITY
DEVELOPMENT 2026
WORK PLAN STATUS
UPDATE:**

Deputy Director Lumbantobing presented an update to the Community Development 2026 Work Plan, reviewing the status of major planning and code projects. Most projects are on track, while several, including the Park Plan and Urban Forestry Management updates, will continue into 2027. Staff also highlighted progress on the Economic Development Plan, development regulations, annexations, Brewery Redevelopment Plan, and permit system replacement. Councilmembers asked questions and provided comments on the work plan updates.

**MULTI-FAMILY TAX
EXEMPTION (MFTE)
PROGRAM
EVALUATION –
PRELIMINARY
FINDINGS:**

Project Director with ECONorthwest Erik Bagwell introduced himself and presented his preliminary findings for the Multifamily Tax Exemption (MFTE) Program. He reviewed current development activity, affordability requirements, and how the program affects housing production and project feasibility.

Councilmembers asked questions about affordability and the program’s goals. Staff and ECONorthwest will continue with the analysis and return with recommendations and additional options for Council to consider.

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

Mayor Dahlhoff and Administrator Simmons had no reports.

ADJOURNMENT:

Mayor Dahlhoff adjourned the meeting at 7:59 p.m.

Prepared by City Clerk, Melody Valiant.