

**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, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Excused: Councilmember Michael Althausen.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Attorney Kelly Adams, Finance Department Director Troy Niemeyer, Acting Police Chief Jay Mason, Fire Chief Brian Hurley, Transportation and Engineering Department Director Brandon Hicks, IT Department Director Lance Inman, Community Development Department Director Michael Matlock, Administrative Services Department Director Michelle Sutherland, Parks and Recreation Department Director Chuck Denney, Utilities Operations Manager Steve Craig, WRS Program Manager Patrick Soderberg, Communications Manager Jason Wettstein, Sustainability Manager Alyssa Jones Wood, and Deputy City Clerk Tracie Core.

**SPECIAL ITEMS:**

**PROCLAMATION:  
ARBOR DAY, APRIL  
19, 2025:** Councilmember Agabi read a proclamation declaring *April 19, 2025 as Arbor Day*. The proclamation encouraged all people in the City of Tumwater to participate in the City's Arbor Day and Earth Day celebrations and support efforts to protect trees and woodlands.

Mayor Sullivan presented the proclamation to Trent Grantham, Chair of the Tumwater Tree Board. He invited everyone to attend Arbor and Earth Day events on Saturday, April 19, 2025 at Tumwater Historical Park.

**PROCLAMATION:  
EARTH DAY, APRIL  
22, 2025:** Councilmember Cathey read a proclamation designating *April 22, 2025 as Earth Day*. The proclamation calls upon the people of the City of Tumwater to reflect on the benefits gained because of this unique moment in our history, to look for opportunities in our daily lives to reduce our impact on the environment, and to support the City's efforts to create a more sustainable Tumwater.

Councilmember Cathey commented on the importance of Earth Day and encouraged everyone to find small and large ways to contribute to save the environment.

Ashley Chandler, PARC Foundation, accepted the proclamation on behalf of all earth creatures.

**PROCLAMATION:  
EDUCATION AND** Councilmember Dahlhoff read a proclamation declaring *April 9, 2025 as Education and Sharing Day*. The proclamation calls upon the people of the

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**SHARING DAY,  
APRIL 9, 2025:**

City of Tumwater to work together to create a better, brighter, and more promising future for all.

Mayor Sullivan presented the proclamation to Rabbi Yosef Schtroks, Chabad Jewish Center of Olympia, who described the efforts by Rabbi Menachem M. Schneerson after World War II in the 1950s to lead the Chabad Jewish movement to revive Judaism in the post holocaust era and encouraging everyone to promote education for everyone.

**PUBLIC COMMENT:**

**Chris Kautsky, 908 Delta Lane SE Tumwater**, member of the Save the Davis Meeker Garry Oak Tree Citizen Group commented on Resolution R2045-009, Mitigation and Maintenance of the Davis Meeker Garry Oak. She is appreciative that the City is stepping up to planning and budgeting for the long-term care and maintenance of the oak tree. She asked the Council to consider all future actions from the point of view of true citizenship of the historic and cultural treasure. The Davis Meeker Garry oak is an excellent opportunity for the community to join and learn about the importance of history in Tumwater and its importance to Washington state history. The tree is a resource that should be celebrated. The City should commit to the long-term maintenance that is geared to gentle, holistic care of the elder member of the community so that it lives out its natural life that should include efforts to improve the tree's quality of life and public access that is safer for people and the tree. Actions include careful and proper pruning to avoid damaging the tree, using funds to move the roadway and remove the power pole and nearby parking spaces, adding mulch and companion plantings, taking steps to encourage the continued use of the tree by migratory kestrels, and encouraging access and the use of the tree by the public including local tribes. She encouraged the Council to reach out to all those individuals who were consulted and who identified themselves as allies and available to the Council.

**Linda Burr** shared that she spoke before the Washington State Senate on behalf of residents living in manufactured homes across the state. House Bill 1217 is scheduled to be signed by the Governor. Her mobile home park, Laural Park Estates, provided a water report to residents each year. The residents no longer receive reports on water tests and it is unknown if the water is currently tested. In the rear of the park, drinking water resembles the presence of iron. Many residents are requesting information from the Council on next steps the residents can pursue to ensure drinking water is tested.

Mayor Sullivan advised that staff will contact her to discuss the concern.

**Krag Unsoeld, 2211 Walnut Road NW, Olympia**, spoke to the proposed resolution for the Davis Meeker Garry Oak tree and the irony of three proclamations for Earth Day, Arbor Day, and one for Education and Sharing

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Day. All the proclamations have a specific meaning for the Davis Meeker Garry oak tree. The tree should be honored on Arbor Day, as well as Earth Day because of the importance of respecting and embracing the environment to protect it. For Education and Sharing Day, the tree has played a critical role as a marker for the Chehalis Trail and later for the Oregon Trail. The tree represents other aspects of history to include the removal of one limb that was used for hanging people. The tree plays a specific and broad reaching role within the community. The tree benefits the entire region. He applauded the Council's consideration of the proposed resolution and encouraged passage of the resolution to bestow upon the tree the honor and prestige that it deserves.

**Dave Nicandri** said he is a member of the Tumwater Historical Preservation Commission and was elected to the City Council in 1976. He has visited the city in Nebraska where Arbor Day was first recognized. The nation's treeless plains speak to the appreciation of the value of one single tree. To some extent relative to the tree in question, the oak species is often taken for granted within the greater Pacific Northwest environment. He commended Mayor Sullivan for reconsidering her position on the fate of the tree. A famous theologian once said, "if you can change your thoughts, you can change the world." He believes that the resolution will do that for Tumwater. The expenditure may appear to be too much for a tree at \$55,000; however, the City has spent hundreds of thousands of dollars on two historic houses to preserve those structures that are effectively "white elephants." It is unlikely that either house will have a productive use as originally intended in the 1970s when Jim Brown established the City's role for preserving both houses. He plans to present information during an upcoming meeting on historic signs and markers, as well as consideration of a productive process for utilizing both houses cost effectively.

**CONSENT  
CALENDAR:**

- a. Approval of Minutes: City Council, April 1, 2025
- b. Payment of Vouchers
- c. Service Provider Agreement with Herrera for the Nutrient Reduction Enhanced Maintenance Plan (EMP)
- d. Grant Agreement with the Department of Ecology for the Nutrient Reduction Enhanced Maintenance Plan
- e. First Amendment to the Contract with the Washington State Department of Commerce for the 2025 Comprehensive Plan Climate Planning Grant
- f. First Amendment to the Contract with the Washington State Department of Commerce for the 2025 Comprehensive Plan GMA Periodic Update Grant
- g. Service Provider Agreement with Bobbie & Amanda's Cleaning Service for Janitorial Services

**MOTION:**

**Councilmember Von Holtz, moved, seconded by Councilmember Swarthout, to approve the Consent Calendar as published. A voice vote**

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**approved the motion unanimously.**

**PUBLIC HEARINGS:**

**RESOLUTION R2025-008 AND DEVELOPMENT AGREEMENT WITH TUMWATER 70TH AVENUE LLC FOR CONVERSION OF ONSITE SEPTIC TO PUBLIC SEWER SERVICE:**

Manager Soderberg introduced Meridith Greer with Greer Environmental Consulting.

Ms. Greer reviewed the proposal. Much of the work on septic to sewer conversion began 10 years ago when many leaders in the region met during the 2015 Regional Septic Summit to discuss septic systems in Tumwater, Olympia, and Lacey and the barriers for converting those areas to sewer. The first step was identifying the number of septic systems within each city. At that time, 1,000 septic systems were identified within the limits of the City. Problems arise in areas of high-density septic systems as those areas often becoming oversaturated because of the density of septic systems. The goal for the cities is to convert septic systems to sewer to protect drinking water.

Barriers include cost, which can range from \$10,000 to \$40,000 per homeowner. Additionally, the lack of participation is another issue because the costs of conversion are from different sources such as abandonment of the septic system, connection fees to city sewer, or extension of the sewer system. The scale of addressing the issue at one property level at one time is massive. For example, since 2015, only five conversions have occurred annually. At that rate, it would take 200 years to convert all remaining septic systems within the City of Tumwater.

Staff identified high-density septic system areas within the City, such as mobile home parks. Previously, the City worked with Velkommen Mobile Home Park located off 70<sup>th</sup> Avenue. The owners, Greg and Dan Piantanida worked with the City to convert the property from a private drinking water well on an adjacent property to City water. The overall goal was providing residents with high quality, accessible, and affordable water. At that time, the owners mentioned interest in connecting to sewer in the future.

Subsequently, staff began searching for sources of grant funding to help support a conversion project. In 2022, the City applied for and received a grant from Department of Ecology's Centennial Clean Water Grant Program. The funding source enables total project cost of \$1 million. The Department of Ecology will provide \$500,000 in funding for the conversion project with the City's Sewer Utility providing additional funds.

If approved, the City would launch the project as a pilot program to identify all the necessary steps, barriers, and considerations for completing a conversion project.

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The proposed development agreement provides the necessary structure and framework to work with the Velkommen Mobile Home Park to move the project forward. The goal is converting 39 existing units to City sewer and decommissioning current septic systems, connecting the units to sewer laterals, and installing a sewer line through the park. All expenses are eligible for grant reimbursement.

The City's role is administration as the City holds the grant agreement with the Department of Ecology and is responsible for submitting quarterly reports, providing payment requests and reimbursements, completing final reports, documenting processes, and drafting a project blueprint document. The goal is to use the project as a pilot to gain lessons learned to apply to future projects to create and manage septic to sewer conversions in the future in ways that are cost-effective for homeowners and meet the City's current development standards. The construction is scheduled for completion by the end of the year as the grant agreement ends in November 2025.

Councilmember Dahlhoff asked about the future financial impact of the conversion to the residents at the park. Mr. Piantanida explained that owners have paid the cost of maintaining the septic systems. Leases have been modified to reflect that residents will pay for sewer fees in lieu of a rent increase. Low-income residents have been advised of the City's utility assistance program offering a 50% reduction in monthly fees for sewer. He noted that the conversion would improve the park. The park's septic systems are located above the City's aquifer and from an environmental perspective the conversion would be of importance to the City. The total project cost is approximately \$2,520,000 to include the addition of eight pads in the mobile home park. The addition of new homes in the park will provide more housing at a cost of less than \$250,000 per unit. The park is restricted to residents aged 55 years or older.

Ms. Greer noted that the intent includes documenting barriers and pinch points for developers, the City, and the residents who live in project areas. The project will follow up with residents to determine costs and how it affects their monthly budget. The information will be documented to assist in determining if the utility fee structure is appropriate in those scenarios and options that might be available. The goal is to avoid forcing people from price points that they cannot afford. That type of information will be captured in the documentation.

Mr. Piantanida offered to collaborate with staff to ensure a transparent process to include sharing costs with staff to discuss ways to make the process economically feasible for other residents in the future. The cost per pad for the City is \$9,255. Total City fees amount to approximately \$435,000. It is important to understand the financial impact of City fees.

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Mayor Sullivan opened the public hearing at 7:52 p.m.

**PUBLIC  
TESTIMONY:**

**Krag Unsoeld, 2211 Walnut Road NW, Olympia**, cited his Masters in City Planning from MIT and a case study of institutional constraints of innovative technology for municipal wastewater treatment within the greater Boston area. The proposal addresses a problem, as Thurston County is dependent upon groundwater for drinking. Two problems are occurring with groundwater with the infiltration of nutrients and toxics and the withdrawal of water for drinking, domestic, and industrial uses, such as bottling plants that have been proposed. He challenged the City to move a step forward and explore ways to reduce nutrient loading. He works with the Clean Black Lake Alliance. The lake is mostly located within Thurston County except for some areas located within the City's urban growth area. It is possible to convert to sewer in the urban growth areas of Tumwater. However, for mobile home parks on the east shore of the lake, they are a source of nutrient loading from septic systems. He asked about the possibility of assisting those parks in converting to sewer or a package plant.

**Greg Piantanida** commented that negotiations have been in progress with the City for three years. He expressed appreciation to numerous staff members from Water Resources and Sustainability, Community Development, and Transportation and Engineering. All employees have been a pleasure to work with and been very professional during the process. He is appreciative of their efforts.

Mayor Sullivan closed the public hearing at 7:56 p.m.

Councilmember Dahlhoff commented that she supports the project as it could result in expansion to other areas of the City. Currently, she lives in an area that has no access to sewer. She supports the project and efforts to include full neighborhoods, as well as collaborating with the LOTT Clean Water Alliance to connect homes and accessory dwelling unit to keep families together. The project serves as a model for protecting the environment and water.

**MOTION:**

**Councilmember Swarthout moved, seconded by Councilmember Jefferson, to adopt Resolution R2025-008 and Development Agreement with Tumwater 70th Ave LLC.**

Councilmember Swarthout said she attended the Septic Summit in 2015. Maps were displayed identifying the locations of septic systems. Staggering costs were identified to convert all septic systems to sewer. She appreciates the owners of the mobile home park working with staff over the last three years as the project could serve as a model for future conversions. Conversion is critical for the safety of the region's drinking water.

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Councilmember Cathey said that although she supports the proposal, she is concerned as to how the conversion will affect seniors as they will receive individual billings from LOTT.

Councilmember Jefferson said she supports the proposal but is also concerned about the expense incurred by seniors. Mayor Sullivan advised of the reporting requirements and the availability of utility assistance programs to provide some financial support.

**MOTION:**                    **A voice vote approved the motion unanimously.**

**COUNCIL  
CONSIDERATIONS:**

**COMMUNITY  
SURVEY BRIEFING:**                    Manager Wettstein introduced Devin Bales and Kara Krnacik with DHM Research. DHM Research has conducted many statistically valid surveys in the Pacific Northwest including Vancouver, Kirkland, Salem, Oregon, and other municipalities. The company was selected after a competitive RFP process to administer a community survey. The company has a distinctive ability to measure, convey, and prioritize community sentiment through statistically valid surveys. The information is important to City administration and for strategic planning.

Devin Bales, Director of Research, DHM Research, provided an overview of DHM Research. The company has worked over three decades in the Pacific Northwest with offices located in Portland and Seattle. The company specializes in statistically valid survey research. It important to reach a representative group of a community to understand values, sentiments, and satisfaction of what is important to the community. Company staff work closely with municipal staff and councils to ensure the surveys reflect a customized research approach specific to each community.

Mr. Bales shared information on the project team’s education and experience. David Phan is serving as the Lead Research Analyst on the survey project.

Kara Krnacik, Research Manager, DHM Research, described her respective education and work background.

Mr. Bales described the high-level research approach for the community survey. The project team is working with City staff to design the survey instrument. The survey can be completed in 12 to 15 minutes and will be administered through a hybrid approach of both phone calls and text messages. Multiple approaches reflect how different groups of people prefer to participate in survey research in different ways. The goal of the survey is to be representative of all community demographics. The project team uses

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a broad approach of calling landlines, cell phones, and sending text messages to reach a representative group of the community.

Councilmember Jefferson inquired about the possibility of advertising the survey through signage, QR codes, or on bulletin boards at grocery stores.

Mr. Bales explained that the hybrid outreach for a statistically valid survey that incorporates other methods of notification could entail participants that choose to participate rather than a random approach that could result in some bias in the sample of participants that might not be representative of the community. The hybrid method is used to produce high-level statistically valid survey results representing community members across the community. To ensure everyone in the City has the opportunity to engage, the team is pairing the survey with a community engagement survey of Tumwater residents. The team will work with staff to develop the optimum method to announce the opportunity. The method offers another avenue for anyone who wants to participate in the survey. Restricting the project to only the community engagement tract typically results in attracting community members who are the most passionate about specific topics or have the time to participate. The intent is to conduct the survey using both tracts to ensure a statistically valid outcome that encompasses both those who often engage regularly and those who do not participate as often.

Councilmember Dahlhoff commented that no one lives in a bubble and many people who work or recreate in Tumwater are not residents of Tumwater. She asked how those individuals are factored in the community engagement effort because often when the Council develops policy or is voting, those voices often engage with the Council despite not living in the City. She would like that element identified in some capacity because it would assist the Council in setting and managing expectations. Mr. Bales responded that adding a question on a person's residence could be an option to include in the survey. He will follow up with staff on the research approach.

Councilmember Agabi spoke to concerns as to the length of the survey versus the quality of the answers to survey questions. Mr. Bales described the importance of designing surveys that keep people engaged to complete the survey while ensuring the questions are accessible and not intimidating. Most of the questions have a defined response category resulting in quicker responses with some questions that are open-ended. He further clarified that surveying often results in too few responses to provide any statistical credence to the responses from a specific group(s). It is important that no assumptions should be surmised of a group's opinion based on 1% participation from a specific demographic. Responses from all participants speak to the importance of that 1% as it ensures the survey is representative. However, it is a challenge of surveying in that no definitive claims can be provided about specific groups despite the desire to ensure they are included

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based on sample sizes.

Councilmember Von Holtz asked how the surveying process addresses the problem of many people not answering an unknown telephone number. Mr. Bales acknowledged that telephoning is a challenge. Some groups, especially those aged 65 years or older are much more likely to answer the call. Responses vary from individual to individual as well as the age group. The survey methods will use telephone and text messaging because of the small population in the City, which can often hamper efforts to achieve a statistically valid survey.

Ms. Krnacik reported the goal of the survey is to assess community sentiments about key issues facing the City of Tumwater to help inform the City's Strategic Plan. A major focus of the survey is analyzing how the community prioritizes key issues and how satisfied community members are with current issues. Survey results will create a baseline of community opinions across topics and issues to assist the City in tracking how sentiments change over time during future surveying efforts. The main topics of the survey were developed in consultation with staff. Key survey topics include general community mood, government performance and priorities, public safety, economy, growth and development, homelessness, and communications.

A major component of public opinion research is helping officials understand what the community knows about the work by the City and the Council. The communications aspect of the process will enable the City to reach people to communicate information about the City.

The steps of the process include discovery by working with the project team to identify the purpose of the research and establishing a baseline of questions. The process is currently in the mid-design and feedback phase. Design includes development of the questionnaire (survey) and receiving feedback from staff. Following the finalization of the questionnaire, the survey will be released. To secure a sufficient number of survey participants to produce a statistically valid survey, the survey will be in the field for approximately two weeks. As the process involves two surveys, the statistically valid survey will be released first with the community engagement piece released after the first survey has been completed.

Analysis will be completed of both surveys with preliminary ("top line") results available prior to the full report released reflecting results for each survey. The report will document outcomes from both surveys.

Ms. Krnacik reviewed key dates of the process. On April 18, 2025, the Council will receive the latest draft of the questionnaire for review. Feedback is due on April 24, 2025. Final approval of the questionnaire is

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scheduled on April 30, 2025. Within the timeline, the team will reconcile comments from the Council, the management team, and Manager Wettstein. The goal is to release the statistically valid survey by May 2, 2025 for approximately 12 days. The community engagement survey will be released for one month. Top line results will be delivered to the City by June 9, 2025 for the community engagement survey. DHM Research will deliver the full report on June 23, 2025 with combined results of both surveys.

Ms. Krnacik and Mr. Bales addressed several questions from the Council. No goal in terms of the number of surveys for the community engagement survey has been set as the survey will be available to the community for nearly a month to provide an opportunity to collect as many responses as possible. Based on conversations with the team, community engagement is anticipated to be robust.

Mr. Bales addressed questions about the current political environment playing any kind of role in affecting the survey. The company has been surveying steadily for different types of sampling and in different communities across the state. Although there is recognition that the political climate might discourage some groups of people from participating, the company has edited the phone script to clarify to participants that the survey is on behalf of a specific municipality. To date, there has been no quantitative reduction in response rates.

The final report will include a cross tab of the demographic analysis. For example, the report will include all survey questions by all demographics reflected in different percentages for individual groups to identify whether there is a statistical difference between the groups.

Mayor Sullivan and the Council thanked the team for describing the surveying process.

**RESOLUTION NO.  
R2025-009,  
MITIGATION AND  
MAINTENANCE OF  
THE DAVIS  
MEEKER GARRY  
OAK:**

City Administrator Parks presented an alternative for the mitigation and maintenance of the Davis Meeker Garry oak tree based on the level 3 tree risk assessment.

The proposed resolution would allocate funds to explore ways to reduce public safety risks and retain the tree in a safe condition. The resolution authorizes the action necessary to accomplish the goals. Staff will present a budget amendment if necessary, as well as additional recommendations following the initial steps to address long-term funding needs and ongoing maintenance recommendations.

The consulting arborist report included a specific set of options as techniques to mitigate any safety risks that the tree poses as well as a combination of options to retain, manage, and monitor the tree moving forward. The

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components of the recommendation are to conduct reduction pruning to reduce the risk of branch, stem, or entire tree failure, supplemental support to reduce the risk of branch failure, and reducing the likelihood of targets that would be impacted by any failures. The primary candidate area for cabling of the tree is the southeast stem located over Old Highway 99. Additional root zone management was recommended to remove more material around the base of the tree and adding mulch and testing to identify the health of the soil in and around the tree root system, as well as planting native plants to improve conditions for the tree. Ongoing monitoring is recommended on a regular basis every three to five years, as well as monitoring following any storm events to assess any damage to the tree.

The cost estimate is based on a series of reports on the tree as well as information provided by staff on traffic control costs, etc. The estimate is a worst-case scenario to ensure the budget is adequate to meet the long-term needs of the tree.

City Administrator Parks requested the adoption of Resolution R2025-009, related to funding for Mitigation and Maintenance of the Davis Meeker Garry Oak.

**MOTION:** **Councilmember Dahlhoff moved, seconded by Councilmember Von Holtz, to adopt Resolution R2025-009, related to funding for Mitigation and Maintenance of the Davis Meeker Garry Oak. A voice vote approved the motion unanimously.**

**ADMINISTRATIVE SERVICES DEPARTMENT ANNUAL REPORT:** Director Sutherland presented the Administrative Services Department 2024 Annual Report.

The Administrative Services Department supports the City’s mission and strategic priorities by refining and sustaining a great organization. The department collaborates with all City departments for core internal operations, such as human resources for recruitment and workforce planning, employee relations, labor relations, collective bargaining, safety, training and development, compliance with labor laws, leave administration, workers compensation, and ADA and reasonable accommodations. The City Clerk’s Office maintains official City records, prepares agendas and minutes, public disclosure, recording of legal documents, maintaining ordinances and resolutions, and Tumwater Municipal Code updates.

2024 accomplishments include:

- Completion of a comprehensive Classification and Compensation Study to ensure internal pay equity and alignment with market standards
- Development and implementation of a new Non-Represented Salary Schedule supporting competitive recruitment and employee retention

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- Strengthened labor relations by a successful City team to negotiate a Firefighters contract emphasizing collaboration and fiscal responsibility
- Developed a Citywide Workforce Planning Strategy and initiated work on the City's first formal Workforce Plan to address future staffing needs and succession planning
- The City of Tumwater achieved "Well City" status through the Association of Washington Cities enabling a 2% reduction in employee benefit costs
- Enhancing recruitment and onboarding process to improve efficiencies and candidate experience
- Improved public access to City records and meetings through expanded use of digital tools and transparency initiatives
- Hosted Tumwater Records Center to enable the community to search online for minutes, ordinances, resolutions, and other related documents
- Developed the City of Tumwater YouTube page featuring 2024 and 2025 meetings that are available within 48 hours of a meeting
- Hired 46 full-time employee through recruitment, hiring, and onboarding process
- In 2024, nine internal promotions were processed
- 63 seasonal employees were hired and completed onboarding
- 29 full-time employees left the City creating an attrition rate of 12.58%. Of those employees leaving the City, four were terminations, eight were retirements, eight left new positions, one moved and relocated, and eight left for personal reasons
- The ethnically diverse hire rate was 19.57%
- Reportable work-related injuries and illnesses totaled 13 with only four work days lost from the 13 incidents

First Quarter 2025 accomplishments include:

- Hired 11 employees between January and March
- Hired 8 employees between April 16, 2025 and May 1, 2025
- Hired 25 seasonal employees
- Continued working on recruitment strategies

Director Sutherland identified the employees and their respective positions within the Administrative Services Department.

The goals for the department in 2025/2026 include:

- Optimize organizational development training by implementing a comprehensive learning and development program for City staff to complete all required training and tracks for each department
- Develop a supervisory and leadership training program for emerging and current leaders in the City

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- Develop a formal talent acquisitions strategy for departments for difficult to fill positions
- Complete Workforce Planning
- Optimize departmental processes and develop standard operating procedures
- Continue multiple software module implementations of NEOGOV for hiring, outreach, and performance tracking system for each department
- Develop a NEOGOV onboarding module to streamline the onboarding process for new employees
- Continue implementation of the ERP System
- Review and update the City Personnel Policy
- Transition to meeting action minutes
- Complete employee benefit analysis
- Complete records management grant application
- Conduct an employee satisfaction survey
- Develop strategies to promote employee engagement and wellbeing

**COMMITTEE  
REPORTS:**

**PUBLIC HEALTH &  
SAFETY:** The April meeting was cancelled.  
*Peter Agabi*

**GENERAL  
GOVERNMENT:** There was no report.  
*Michael Althausser*

**PUBLIC WORKS:** The next meeting scheduled on April 25, 2025 includes consideration of a Grant Agreement Amendment No. 1 with Washington Recreation & Conservation Office for the Percival Creek Project.  
*Eileen Swarthout*

**BUDGET AND  
FINANCE:** The next meeting is scheduled on Friday, April 25, 2025. The agenda includes a monthly financial update, Community Human Services Program funding, and a discussion on an ordinance amending the execution of contracts and other legal documents.  
*Debbie Sullivan*

**MAYOR/CITY  
ADMINISTRATOR'S  
REPORT:** City Administrator Parks announced the City's Earth Day and Arbor Day events on Saturday, April 19, 2025 at Tumwater Historical Park.

The election to consider renewal of the City's Transportation Benefit District is on April 22, 2025.

Last weekend the Tumwater Valley Golf Course hosted the 2025

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South Puget Sound Spring Invitational, the first collegiate golf tournament in the 55-year history of the golf course. Both men and women teams participated from colleges throughout the state.

Mayor Sullivan said she is scheduled to open the Arbor Day and Earth Day events at 10 a.m. on April 19, 2025 followed by participating in the Easter Egg Dash at Tumwater High School at 11 a.m.

Mayor Sullivan commented on the next steps for the Police Department pending the retirement of Police Chief Jon Weiks. She considered an external recruitment, which is typically implemented when a change in cultural is desired. Subsequently she spent time meeting with different personnel within the Police Department and participated in several ride-alongs with patrol officers. Based on those extensive efforts, Police Deputy Chief Mason will be promoted as Police Chief of the Tumwater Police Department effective July 1, 2025.

**COUNCILMEMBER  
REPORTS:**

***Joan Cathey:*** Councilmember Cathey attended the Solid Waste Advisory Committee and Olympic Region Clean Air Agency meetings.

***Eileen Swarthout:*** At the April 4, 2025 Thurston Regional Planning Council meeting, members received a presentation from the Pacific Mountain Workforce Development Council. The Regional Transportation Plan has been released for public review from April 11, 2025 to May 9, 2025. Members received an update on federal and state legislation and discussed the Commute Trip Reduction Local Plans and the Martin Way Crossing Strategy.

***Leatta Dahlhoff:*** The Thurston County Opioid Response Task Force Prevention Subgroup is focusing on 2025 Smart Goals to improve awareness of local safe medication and return disposal options.

During the LOTT Clean Water Alliance Board of Directors meeting, members discussed the status of the Deschutes Estuary Restoration project with the recent departure of Ann Larson from the Department of Enterprise Services (DES).

City Administrator Parks advised that no official notification has been received other than a 30% design review meeting was held with the team and an individual was introduced as the Project Manager from DES.

***Peter Agabi:*** There was no report.

***Angela Jefferson:*** Tumwater HOPES members participated in QPR Institute suicide prevention

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training. QPR is Question, Persuade, and Refer, a suicide prevention program designed to teach individuals how to recognize the warning signs of a person in crisis and how to respond effectively. The training was in response to three suicides of youths in 2019 in Thurston County of which two were only nine years old. The training task force has provided training to numerous organizations and businesses. Key points included identifying depression, anxiety, substance use, and the importance of direct empathetic communications. Statistics from the region's Healthy Youth Survey highlighted that 30% of middle and high school students experience depression and anxiety and 15% have seriously contemplated suicide. That percentage continues to increase. Stigma is an underlying factor preventing young people from sharing their feelings. Risk factors for suicide include struggling with behavioral health challenges, previous suicide attempts, and substance use. Impulsiveness was highlighted as a significant factor because suicide is an impulsive event often driven when someone uses a substance. Myths were discussed about suicide and the importance of asking direct questions and avoiding judgment. The goal today is to continue talking about suicide and sharing information with the community.

***Kelly Von Holtz:*** The Intercity Transit Authority is scheduled to meet on Wednesday, April 16, 2025.

**ADJOURNMENT:** **With there being no further business, Mayor Sullivan adjourned the meeting at 9:21 p.m.**

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