



**CITY OF  
TUMWATER  
CITY COUNCIL  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater City Hall, Council Chambers,  
555 Israel Rd. SW, Tumwater, WA 98501**

**Tuesday, January 02, 2024**

**6:00 – 7:00 PM Inauguration Reception**

**7:00 PM**

- 1. Call to Order**
- 2. Flag Salute**
- 3. Swearing-in Ceremony for 2024 Elected Officials**
- 4. Roll Call**
- 5. Public Comment:** (for discussion of items not having a public hearing on tonight's agenda)
- 6. Consent Calendar:**
  - [a.](#) Approval of Minutes: City Council, December 5, 2023
  - [b.](#) Approval of Minutes: City Council Joint Planning Commission, December 12, 2023
  - [c.](#) Payment of Vouchers (Shelly Carter)
  - [d.](#) Construction Project with Tapani, Inc., for the Kindred Park Project, Acceptance of Work (Don Carney)
  - [e.](#) Barclift Park and Tumwater Hill Park Restroom Improvements, Acceptance of Work (Don Carney)
- 7. Council Considerations:**
  - [a.](#) Election of Mayor Pro Tem (Lisa Parks)
- 8. Committee Reports**
  - a. Public Health and Safety Committee (Leatta Dahlhoff)
  - b. General Government Committee (Michael Althausen)
  - c. Public Works Committee (Eileen Swarthout)
  - d. Budget and Finance Committee (Debbie Sullivan)
- 9. Mayor/City Administrator's Report**
- 10. Councilmember Reports**
- 11. Executive Session:**

- a. Collective Bargaining pursuant to RCW 42.30.140(4)(b)

## **12. Any Other Business**

## **13. Adjourn**

### **Hybrid Meeting Information**

The public are welcome to attend in person, by telephone or online via Zoom.

The City of Tumwater broadcasts and livestreams City Council meetings on cable television and the internet. Council meetings can be viewed on Comcast Channel 26 or on the TCMedia website.

### **Watch Online**

<https://tcmedia.org/stream.php>, select "Watch, Streaming Now, Channel 26."

OR

Go to <http://www.zoom.us/join> and enter the Webinar ID 865 3021 3774 and Passcode 657044.

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### **Public and Written Comment**

Attend in person to give public comment or register by 6:45 p.m. the day of the meeting to provide public comment using the web-based meeting platform:

[https://us02web.zoom.us/webinar/register/WN\\_qJJalUTASq6AN3AoY5fSpA](https://us02web.zoom.us/webinar/register/WN_qJJalUTASq6AN3AoY5fSpA)

After registering, you will receive a confirmation email with a login to join the online meeting.

As an alternative, prior to the meeting, the public may submit comments by sending an email to [council@ci.tumwater.wa.us](mailto:council@ci.tumwater.wa.us), no later than 5:00 p.m. on the day of the meeting. Comments are submitted directly to the Mayor and City Councilmembers and will not be read individually into the record of the meeting.

### **Post Meeting**

Video recording of this meeting will be available within 24 hours of the meeting.

<https://tcmedia.org/stream.php>

### **Accommodations**

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City Clerk by calling (360) 252-5488 or email [CityClerk@ci.tumwater.wa.us](mailto:CityClerk@ci.tumwater.wa.us). For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us)

**TUMWATER CITY COUNCIL MEETING  
MINUTES OF HYBRID MEETING  
December 5, 2023 Page 1**

**CONVENE:** 7:00 p.m.

**PRESENT:** Mayor Debbie Sullivan and Councilmembers Peter Agabi, Joan Cathey, Charlie Schneider, and Eileen Swarthout.

Excused: Councilmembers Michael Althausen, Leatta Dahlhoff, and Angela Jefferson.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Transportation and Engineering Director Brandon Hicks, Water Resources and Sustainability Director Dan Smith, Engineering Services Manager Bill Lindauer, Economic Development Manager Austin Ramirez, and City Clerk Melody Valiant.

**PUBLIC COMMENT:** **Mike Culley, 7415 Fairview Road, Tumwater,** said he is a member of the Tumwater Parks and Recreation Commission. He thanked Councilmember Schneider for being a good friend and a supporter of the Tumwater Youth Program (TYP). Councilmember Schneider and his wife have contributed to the City, as well as in their support of him. He presented Councilmember Schneider with a large cheese and pepperoni pizza in recognition of their participation in many TYP events.

**CONSENT  
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, November 14, 2023
- b. Approval of Minutes: City Council, November 21, 2023
- c. Payment of Vouchers
- d. Ordinance No. O2023-016, Business and Occupation Tax Code Update
- e. Interlocal Agreement with the Regional Housing Council for the Franz Anderson Project
- f. Memorandum of Participation in the Firefighter Injury and Illness Reduction (FIIRE) Pilot Program for 2024
- g. 2024 Legislative Agenda
- h. Cancellation of the December 19th Regular Council Meeting

**MOTION:** **Councilmember Swarthout moved, seconded by Councilmember Schneider, to approve the consent calendar as published. The motion carried unanimously.**

Mayor Sullivan reviewed the items approved on the consent calendar.

**COUNCIL  
CONSIDERATIONS:**

**SERVICE** Manager Ramirez briefed the Council on the proposed contract with

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**PROVIDER**  
**AGREEMENT WITH**  
**THURSTON EDC**  
**FOR ECONOMIC**  
**DEVELOPMENT**  
**SERVICES:**

Thurston Economic Development Council (EDC) for economic development services.

Upcoming services provided by the EDC for the City include five main areas for addition to the scope of work. The first is convening of business roundtables to help the City obtain input for preparation of the update of the City's Economic Development Plan. The second new item is convening leaders from the business and development sectors to provide input on redevelopment opportunities in the Brewery District and along the Capitol Boulevard corridor. The addition would be funded from two grants the City received. The grants prioritize engagement and reuse planning. The third item is referred to as the Innovation Cluster Accelerator Program, a new development of the state's Innovation Partnership Program the City benefitted from for the Craft District. The state modified the program from a site-specific program to industry clusters. As Thurston County is working toward an innovation-based economy from a resource-based economy, the focus will be on creative and makers sectors. The City has been identified of one of few state pilot programs. The EDC has been tasked by the state to develop and coordinate an ecosystem pilot team. Manager Ramirez serves as a member of the team representing Tumwater and local businesses. The fourth new item is an annual \$5,000 investment in the Lacey MakerSpace. Many Tumwater entrepreneurs have used the facility to test new product lines and for on-the-job training for current and future employees. The center has become an asset for the Tumwater community. The last new item in the scope of work is an economic impact analysis and report on the Tumwater Artesian Brewfest.

The Council is scheduled to receive a proposal for Thurston Strong Phase 2 term agreement. The program is very successful and the EDC and the City are careful in the application of funds. Thurston County is also planning for another round of childcare operator grants. The City plans to join that effort. To accommodate the efforts, the proposal is to extend the term agreement.

Manager Ramirez invited questions.

Councilmember Swarthout thanked Manager Ramirez for his efforts. She supports a community-based program. She asked whether the MakerSpace donation would require a budget request. Manager Ramirez advised that the funds have been included in the budget within the umbrellas of EDC funding.

**MOTION:**

**Councilmember Agabi moved, seconded by Councilmember Schneider, to approve and authorize the Mayor to sign a Service Provider Agreement with Thurston EDC for economic**

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**development services. A voice vote approved the motion unanimously.**

**CONSTRUCTION  
CONTRACT WITH  
REED TRUCKING &  
EXCAVATING, INC.  
FOR THE ISRAEL  
ROAD AND  
LINDERSON  
WAY WATER MAIN  
PROJECT, REQUEST  
FOR ADDITIONAL  
CONSTRUCTION  
FUNDS:**

Manager Lindauer briefed the Council on a request to increase the change order authority from 10% to 20% for the project because of cost overruns in construction.

The project has two main components of a water main replacement and a utility undergrounding improvement project. The City is replacing existing water main on Israel Road and Linderson Way, as well as upgrading all service connections. The undergrounding component includes undergrounding Puget Sound Energy (PSE) overhead lines and completing service upgrades and moving other utility purveyor lines underground to remove all overhead utilities.

The project encompasses 4,700 linear feet of water main replacement along Israel Road from I-5 to Capitol Boulevard and 950 linear feet along Linderson Way south of Israel Road. Undergrounding utility trenching is from Linderson Way to Capitol Boulevard.

The project is under construction. The contractor completed the PSE utility underground project, which was approved by PSE. The water main was installed along Israel Road and Linderson Way. Testing has been completed and the water main is active. All water service connections have been completed. Outstanding components include completion of the water main connections (16) to tie the new water main into the existing City system. The next stage is abandonment of the existing line with final sidewalk and pavement repair. Construction is anticipated to be substantially complete by the end of December.

The original contract award amount to Reed Trucking & Excavation was \$3,365,536.16. Provisions within the Tumwater Municipal Code (TMC) provide the authority to the Director to approve any change order provided it does not exceed ten percent. Current estimates indicate construction costs may exceed the contract bid amount by approximately 16 percent, which exceeds authority provided to staff under TMC 2.14.060.

Significant factors that led to cost overruns for the project include, but are not limited to

- Two additional in-line water valves were installed at Tumwater High School to facilitate the water service connection,
- Pedestrian crossing push buttons and displays required replacement at the intersection of Linderson Way and Israel

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Road due to discovery of previously unlocated underground utilities,

- The project encountered a large number of unknown utilities which significantly slowed work resulting in standby time, additional labor and equipment expenses, and a significant increase in traffic control costs,
- Costs have increased for temporary patching of the existing pavement, largely due to inefficiencies caused by unforeseen additional work,
- Poor soils were encountered, which resulted in a significant increase in gravel purchased and incorporated into the project.
- Additional concrete curbing and sidewalk repair was required for the project.

Additionally, the project is important to complete because it is a component of the larger Israel Road project scheduled next year. Staff continues to manage the costs for unexpected expenses to the extent possible. The projection of the final cost is likely accurate.

Manager Lindauer invited questions and comments.

Councilmember Schneider asked whether the gas leak at Tumwater High School was caused by the project. Manager Lindauer advised that the contractor hit a gas line. Typically, gas conflicts are addressed directly with PSE. The contractor works with PSE to determine if the gas line had been identified. If the gas line was identified, the contractor assumes the costs; however, if the gas line was not identified, the contractor and PSE work together to resolve the issue.

Councilmember Agabi inquired about the completion of road construction. Manager Lindauer said road construction is scheduled to be completed by July 4, 2024. Councilmember Agabi asked whether any additional excavations of the road are planned. Manager Lindauer replied some additional excavations are scheduled throughout the project at different connection points. Any components outside of the road project next year will involve a full rebuild of the roadway section. As for those areas along Israel that are included in next year's project, the roadway will be repatched in the worst locations.

Councilmember Swarthout asked whether Transportation Benefit District (TBD) funding would cover the cost of the reconstruction and repaving of Israel Road. Director Hicks explained that the road project scheduled in 2024 is funded by the TBD, which serves as a match for a federal grant.

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**MOTION:** Councilmember Swarthout moved, seconded by Councilmember Agabi, to increase the change order authority provided to the Transportation and Engineering Director under Tumwater Municipal Code 2.14.060 from 10 percent to 20 percent for the Israel Road and Linderson Way Water Main project. Motion carried unanimously.

**COMMITTEE  
REPORTS:**

**PUBLIC HEALTH &  
SAFETY:** There was no report.  
*Leatta Dahlhoff*

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

**PUBLIC WORKS:** The next meeting is scheduled on Thursday, December 7, 2023 at 8  
*Eileen Swarthout* a.m.

**BUDGET AND  
FINANCE:** There was no report.  
*Debbie Sullivan*

**MAYOR/CITY  
ADMINISTRATOR'S  
REPORT:** City Administrator Parks reported on the resignation of Deputy City Clerk Brandy Legomina to accept a position at the City of Lacey. The City is working on recruitment to fill the vacancy for support to the City Clerk.

The Parks and Recreation Department's Tumwater Youth Program continues to experience excellent participation and receives positive feedback from the community as well as the active adults program and many other recreational programs to include the basketball program.

Santa Claus visits to neighborhoods begin with the first stop at the Deschutes Highlands neighborhood. Visits will continue through December 21, 2023. The City's website includes Santa's schedule.

Based on continuing bad weather, the City is experiencing some localized flooding with a road closure on Tyee Drive earlier in the day. The road has been reopened. An I-5 ramp closure off Trosper Road is expected to last through Wednesday, December 6, 2023. The City continues to monitor weather conditions.

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The City experienced some issues surrounding the Israel Road project as the contractor accidentally ruptured a natural gas line at Tumwater High School with students evacuated to the stadium. Tumwater Fire Department and Incident Command coordinated the response. PSE was able to repair the line quickly. The event will require moving some scheduled work forward. City Administrator Parks complimented the project management team and communications staff in coordinating with community members affected by the work.

Mayor Sullivan reported on the successful Christmas Tree ceremony on Saturday, December 2, 2023. During the event, Councilmember Schneider flipped the tree lights in recognition of his term ending at the end of the year. Earlier in the evening, a reception was held on behalf of Councilmember Schneider. Mayor Sullivan presented Councilmember Schneider with a plaque recognizing his service during the last four years.

**COUNCILMEMBER  
REPORTS:**

***Charlie Schneider:***

Councilmember Schneider said it has been difficult to see his term ending and that the next chapter of his life will begin. Having served both as a Commissioner for the Parks and Recreation Commission and as an elected official, it has afforded the opportunity to be a voice for the community. Although his term of office is ending, his commitment to Tumwater and the community will continue through his volunteerism. Councilmember Schneider cited the numerous accomplishments during his four years as a Councilmember. He thanked his family, friends, neighbors, and fellow elected officials and City staff. He thanked his wife, Nancy and his mother who introduced and encouraged him to appreciate the political process at a very young age and for never taking it for granted.

***Peter Agabi:***

Councilmember Agabi wished Councilmember Schneider well in his future endeavors. He attended the recent Joint Animal Services Commission meeting. The Commission passed the 2024 budget reflecting an increase of 10% over 2023. For Tumwater, the fees in 2024 will be approximately \$175,000.

***Eileen Swarthout:***

At the last meeting of Thurston Regional Planning Council (TRPC), members approved the Regional Trails Plan and reviewed the draft strategic plan. Members participated in the quiz on TRPC's publication, *Profile*.

***Joan Cathey:***

Many of the meetings in December were cancelled. Councilmember Cathey plans to attend the General Government Committee and Olympic Regional Clear Air Agency meetings on December 13, 2023.



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**ADJOURNMENT:**        **With there being no further business, Mayor Sullivan adjourned the meeting at 7:40 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, [psmsoly@earthlink.net](mailto:psmsoly@earthlink.net)

**TUMWATER JOINT CITY COUNCIL AND PLANNING COMMISSION  
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**CONVENE:** 6:00 p.m.

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

Excused: Charlie Schneider.

Planning Commission: Chair Elizabeth Robbins and Commissioners Grace Edwards, Terry Kirkpatrick, Brandon Staff, Michael Tobias, and Anthony Varela.

Absent: Brian Schumacher and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, Finance Director Troy Niemeyer, Transportation and Engineering Director Brandon Hicks, Water Resources and Sustainability Director Dan Smith, Planning Manager Brad Medrud, Communications Manager Ann Cook, and Land Use and Housing Planner Erika Smith-Erickson.

**2024 LONG RANGE  
PLANNING WORK  
PROGRAM:**

Manager Medrud reported that the Planning Commission and staff develop a preliminary work program reviewed by the City Administrator and the Mayor for consideration by the City Council each year.

Manager Medrud reviewed 2023 accomplishments to include the addition of Housing and Land Use Planner Erika Smith-Erickson, who joined the department in 2023. Planner Smith-Erickson assumed the role of the City's first designated housing planner. Other notable achievements include the adoption of the rental registration ordinance, identification of 2023 Comprehensive Plan Amendments and Development Code Housekeeping Amendments, and a draft Hazard Mitigation Plan scheduled for adoption early next year. Many other planning processes are ongoing. The first is the 2025 Comprehensive Plan and Zoning Code Periodic Update, conclusion of a community survey, and the Habitat Conservation Plan (HCP). U.S. Fish and Wildlife Service (USFWS) provided some detailed comments on the HCP that will need to be addressed. Staff anticipates submitting an outline to USFWS of the City's approach to the comments early next year. Other work has been in support of the Regional Housing Council and the Equity Toolbox anticipated to be completed by mid-2024. As part of the project, the focus is primarily on tools that could be used for policy development. Work on the amendments in support of the Urban Forestry Management Plan will resume in March 2024.

Pending work includes potential amendments to the landscape, street tree, and tree and vegetation preservation ordinances. The work was nearly completed for presentation of draft ordinances to the Planning Commission when the City was notified of the pending adoption of the Washington

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Wildland-Urban Interface Code. Staff suspended the update process and have since met with officials from the State Building Code Council to request some changes to the code.

The proposed work program is based on items proposed by the Council, the Planning Commission, staff, and the public. All proposals are folded within the proposed work program. For the 2024 work program, the department budgeted 3.1 FTEs, which requires the addition of one planner. Half of staff time will be devoted to the Comprehensive Plan Periodic Update process. Ongoing work within the work plan includes the HCP and Regional Housing Council support requiring another quarter FTE.

The joint meeting is an opportunity for the Council and Commission to discuss the proposed work program as well as review the roles as part of the process. The work program is comprised of four sections focusing on the Comprehensive Plan Amendment Docket and Development Regulations Docket, other planning projects, and general management and coordination. Included on the work program are below the line projects with no assigned staff but the work might be necessary as it supports the work program. If time becomes available or a higher priority is assigned, staff adjusts the work program. Approximately one quarter of the time will be focused on the Comprehensive Plan Periodic Update process excluding Development Code amendments. Other substantial initiatives are potential changes to development regulations, Urban Forestry Management Plan amendments, and Thurston County Title 22 amendments. Thurston County is wrapping up its joint planning processes with the City of Olympia and the City of Lacey. It is anticipated the Thurston County will direct staff to pursue updating the joint code between the City and the county as it has not been updated since 1995. Title 22 speaks to the City's growth management area and the county's codes that are not in alignment with the City's development codes.

Other planning projects are the Food System Plan with staff efforts on the plan scheduled next year, completion of the Hazard Mitigation Plan Update, managing the Multifamily Tax Exemption Program, code enforcement, and responding to public inquiries.

Tasks related to general management and coordination involves coordination with the code compliance team, transportation team, Green Team, stormwater team, and with GIS staff, as well as general coordination with local jurisdictions primarily with Thurston County and the City of Olympia. As a member of the Regional Housing Council, the City is required to dedicate a quarter FTE to support the Regional Housing Council.

Manager Medrud reviewed some discussion topics and asked for feedback on a series of questions:

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- What went well with the 2023 long range work program and what could be improved? *Commissioner Dahlhoff recommended more crossover and touch points between the Commission and the Council. Scheduling the first joint meeting in December is too late.*

*Commissioner Tobias asked whether staff tracks any proposals originated by the Commission and staff that are either successful or changed by the Council as opposed to proposals that were changed during the review process.*

*Councilmember Althausen responded that the Council has revised some recommendations based on the legal substance of the change that was not germane to the goal of the overarching issue. When the Council has made changes that are significant, the Council's common practice has been to refer the proposal to the Commission for a second vetting. Differences of opinions can occur in terms of the language of any proposal. As Chair of the General Government Committee, he recommends the Council should enact a process of returning differing proposals to the Commission for additional review and as an opportunity to promote an exchange of ideas and opinions between the Commission and the Council.*

*Chair Robbins asked for feedback on what the Council believes a successful Comprehensive Plan should entail to assist the Commission.*

*Councilmember Althausen commented that success is measured in a variety of ways as discussed to some degree by the General Government Committee. Councilmember Dahlhoff has been a strong advocate for ensuring public input and public interaction during the update of the Comprehensive Plan. Public accessibility has been an important goal and the General Government Committee has discussed ways to simplify the Plan to increase accessibility. Another option is production of a resident guide to the Comprehensive Plan. His vision for success is ensuring the vision established for the City is reflected throughout the Comprehensive Plan in all elements and strategies. Another important consideration is ensuring the public understands the Plan.*

*Councilmember Cathey said the Council should provide some clarity by identifying the goals for 2024. At the last joint meeting two years ago, the goal was environment. Although progress occurred in some areas, more joint efforts by the Council and the Commission would assist in achieving more progress on environmental efforts. She stressed the importance of coordinating actions between the Commission and the Council to advance goals that have been identified by the Council. She questioned the terminology associated*

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*with “equity” within City planning documents. It may affect how the City assigns zones. She thanked and acknowledged Commissioners for their efforts in support of the City.*

*Councilmember Jefferson said she views the work of the Planning Commission as seamless with good communication between the two bodies because of the limited number of issues returned to the Commission.*

*Councilmember Althausen conveyed appreciation as both the Council and the Commission established realistic expectations at the beginning of the year of what could be achievable with current resources.*

*Councilmember Cathey encouraged Commissioners to consider items listed below the line to determine if some items deserve some attention or address some issues directly to the Council.*

- How has coordination between the City Council and Planning Commission gone in 2023 and what can be improved in 2024?

*Commissioner Dahlhoff suggested hosting a community forum next year with the Planning Commission and possibly other Commissions and Boards, as it would fall within the timeline of the update of the Comprehensive Plan.*

- Are there additional projects in 2024 to be considered? If so, what projects currently proposed can be delayed?

*Commissioner Dahlhoff said she would provide staff with a list, as the current list might be modified or edited because the Council has not held its retreat at this time. Councilmember Cathey agreed and pointed out that the question would be timelier after the Council’s retreat.*

*Councilmember Swarthout offered that climate change would be a priority moving forward. Another issue is funding another position to focus on climate change because the existing staff position is responsible for both sustainability and climate change. The Council should consider budgeting another position focused only on climate change.*

*Councilmember Althausen said the work plan item for the parks and open space element lacks a long-range plan for the golf course. The property will be paid in full in the next several years and a community conversation is warranted to discuss whether to retain the property as a golf course or consider another use of the property.*

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*Councilmember Cathey expressed some reservation with the suggestion as it speaks to a topic that she believes is important for both the Council and the Commission to consider. One of the challenges next year and beyond is to ensure efforts on economic development align with the environment. Today, the planet is facing a climate crisis and efforts and actions by the Council must be balanced. The golf course is an environmental issue with a river running through the property. Decisions by the Council, Commission, and planning staff for the future must be balanced recognizing the climate crisis in all decisions.*

- If adjustments to the 2024 long range work program are needed, what projects have less priority?

*The Council supported deferring the question until after the Council's retreat.*

Manager Medrud reported the General Government Committee is scheduled to receive a briefing as a follow-up on the discussion in January. Staff will then seek approval of the Work Program at the Council's January 16, 2024 meeting. The Work Program can also be amended at any time.

**2025  
 COMPREHENSIVE  
 PLAN PERIODIC  
 UPDATE – SURVEY  
 SNAPSHOT:**

Manager Medrud referred to the survey documents contained in the agenda packet.

Commissioner Tobias inquired about the date the survey closes. Manager Medrud advised that staff is coordinating the date but that the survey would likely close in January based on the response rate.

Councilmember Dahlhoff questioned how staff plans to aggregate the survey data based on conflicting responses. Manager Medrud advised that the purpose of the survey is soliciting opinions, which may often be conflicting. Staff plans to compile the data to produce a concise and comprehensible synopsis of the survey results.

Councilmember Althaus asked whether survey responses would be weighted based on specific demographics. Manager Medrud explained that the request is likely beyond the scope of the contract; however, the contractor and staff will strive to quantify survey data.

Commissioner Tobias inquired as to whether the City measures the immediate impact of certain projects, Comprehensive Plan amendments, or areas of prioritization. He cited the example of measuring outcomes by allowing more accessory dwelling units or increasing housing density.

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Councilmember Swarthout added that it would also be important to ascertain the cost to the City versus the benefit of the Council's action to offer a property tax exemption program for some housing. The City adopted the program many years ago and it is only recently that some developers are beginning to take advantage of the program. It would be important to provide information to the Council on the cost/benefit aspect of the program.

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

Mayor Sullivan reminded the Council that the December 19, 2023 Council meeting and the December 26, 2023 Council worksession have been cancelled. She conveyed wishes for Councilmembers and Commissioners to enjoy the holidays.

In response to previous questions from Councilmembers Agabi and Cathey, Mayor Sullivan advised the ordinance to amend Tumwater Municipal Code on public parks is scheduled for discussion by the Council in January on the approach for community involvement.

City Administrator Parks added that staff is working on providing accurate information to communicate to the community and to many community members who have communicated with the City to include recommendations on timing and the methodology for communicating with the community. Staff will present a recommended strategy on communicating with the public and alternatives for the Council to consider with respect to the direction of the ordinance.

Commissioner Dahlhoff noted that the timing of the City's process should consider the status of the appeal of the Ninth Circuit Court decision as the appeal process could change outcomes. Mayor Sullivan said the pending appeal would be included in the Council's discussions.

Commissioner Agabi recommended scheduling a public hearing to receive testimony that could be presented and considered by the Council during its discussions. Mayor Sullivan said staff efforts are focused on determining the type of community engagement as it could include scheduling a public hearing or hosting an open house. Staff is working on those details for the Council's conversations in January.

**ADJOURNMENT:**

**With there being no further business, Mayor Sullivan adjourned the meeting at 7:13 p.m.**

TO: City Council  
 FROM: Shelly Carter, Assistant Finance Director  
 DATE: January 2, 2024  
 SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- December 1, 2023, payment of Eden vouchers 173773 to 173781 in the amount of \$2,230.97; and Enterprise vouchers 181948 to 182002 in the amount of \$919,616.48 and electronic payments 903747 to 903769 in the amount of \$160,068.98.
- December 8, 2023, payment of Eden vouchers 173782 to 173789 in the amount of \$1,160.29; and Enterprise vouchers 182003 to 182084 in the amount of \$305,134.73 and electronic payments 903770 to 903793 in the amount of \$131,434.47.
- December 15, 2023, payment of Eden vouchers 173790 to 173802 in the amount of \$293,703.45 and electronic payments 902889 to 902901 in the amount of \$172,330.91 and wire payments of \$226,810.33; and Enterprise vouchers 182085 to 182175 in the amount of \$348,872.29 and electronic payments 903794 to 903813 in the amount of \$662,638.81.

2) Background:

The City pays vendors monthly for purchases approved by all departments. The Finance Director has reviewed and released the payments as certified on the attached Exhibit(s). The full voucher listings are available upon request of the Assistant Finance Director. The most significant payments\* were:

<b>Vendor</b>		
AWC Employee Benefit Trust	138,450.84	December 2023 premiums – Non-reps
Miles Resources, LLC	650,932.22	PE#4 2023 Pavement Maintenance Project
Clary Longview, LLC	51,912.91	2023 Ford F150 - Replacement vehicle for Water Ops
LEOFF Health & Welfare Trust	56,784.99	December 2023 premiums - Police
Core & Main LP	21,374.40	Water shop inventory - meters
McDonald & Sons Ventures	36,119.94	Golf water pump upgrade - install & balance
Systems for Public Safety, Inc	25,114.60	Public safety equipment upfitting on 2023 Ford Explorer – replacement vehicle for Police
Bobbie & Amanda's Cleaning Svc	20,081.39	November 2023 janitorial services of City facilities
Clary Longview, LLC	51,673.13	2023 Ford F150 - Replacement vehicle for Water Ops
TCF Architecture, PLLC	165,029.04	Maintenance & Ops facility design work
LOTT Wastewater Alliance	601,002.48	November 2023 LOTT fees collected

\* Includes vouchers in excess of \$20,000, excluding routine utility payments.



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3) Policy Support:

- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial strategies.
  - Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public trust through transparency.
- 

4) Alternatives:

- ☐ Ratify the vouchers as proposed.
  - ☐ Develop an alternative voucher review and approval process.
- 

5) Fiscal Notes:

The vouchers are for appropriated expenditures in the respective funds and departments.

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6) Attachments:

- A. Exhibit A – Payment of Vouchers – Review and Approval
- B. Exhibit B – Payment of Vouchers – Review and Approval
- C. Exhibit C – Payment of Vouchers – Review and Approval

## EXHIBIT "A"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

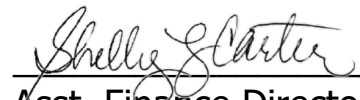
Munis

Voucher/Check Nos 181948 through 182002 in the amount of \$919,616.48

Electronic payment No 903747 through 903769 in the amount of \$160,068.98

Eden

Voucher/Check Nos 173773 through 173781 in the amount of \$2,230.97



Asst. Finance Director, on behalf of the Finance Director

Checks dated 12/01/2023

## EXHIBIT "B"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Munis

Voucher/Check Nos 182003 through 182084 in the amount of \$305,134.73

Electronic payment No 903770 through 903793 in the amount of \$131,434.47

Eden

Voucher/Check Nos 173782 through 173789 in the amount of \$1,160.29



Asst. Finance Director, on behalf of the Finance Director

Checks dated 12/08/2023

## EXHIBIT "C"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Munis

Voucher/Check Nos 182085 through 182175 in the amount of \$348,872.29

Electronic payment No 903794 through 903813 in the amount of \$662,638.81

Eden

Voucher/Check Nos 173790 through 173802 in the amount of \$293,703.45

Electronic payment No 902889 through 902901 in the amount of \$172,330.91

Wire payments of \$226,810.33



Asst. Finance Director, on behalf of the Finance Director

Checks dated 12/15/2023

TO: City Council

FROM: Don Carney, Senior Capital Projects Manager

DATE: January 2, 2024

SUBJECT: Construction Project with Tapani, Inc., for the Kindred Park Project, Acceptance of Work

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1) Recommended Action:

Staff recommends the City Council accept the Kindred Park Construction project as complete and authorize the Mayor to release the performance bond as soon as the laws of the state of Washington allow. The Acceptance of Work was recommended for approval by the Public Works Committee at their December 7, 2023, meeting.

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2) Background:

The park construction project consisted of the installation of a 24 foot by 24 foot covered shelter with lighting, electricity and four picnic benches; one large youth play structure; one triple-wide concrete embankment slide; one 100-foot long zip line; a half-court basketball court; several seating benches; and landscaping and irrigation.

On November 25, 2022, the City Council awarded and authorized the mayor to sign a public works contract with Tapani, Inc, of Battle Ground, Washington in the amount of \$579,794. Work on this project is now complete and the final contract total was \$584,281, which was over contractor bid by \$4,487. The City requested change orders for installation of rubber mats at the base of the play slides, removal of additional excavated dirt, and making the site safer while waiting for installation of play equipment.

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3) Policy Support:

City of Tumwater Strategic Priorities and Goals 2023-2024:

A. Build a Community Recognized for Quality, Compassion and Humanity

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4) Alternatives:

- ☐ Do not accept the project as complete and direct staff to pursue alternative actions(s).
- 

5) Fiscal Notes:

Funding for construction of this project came from the Tumwater Metropolitan Park District.

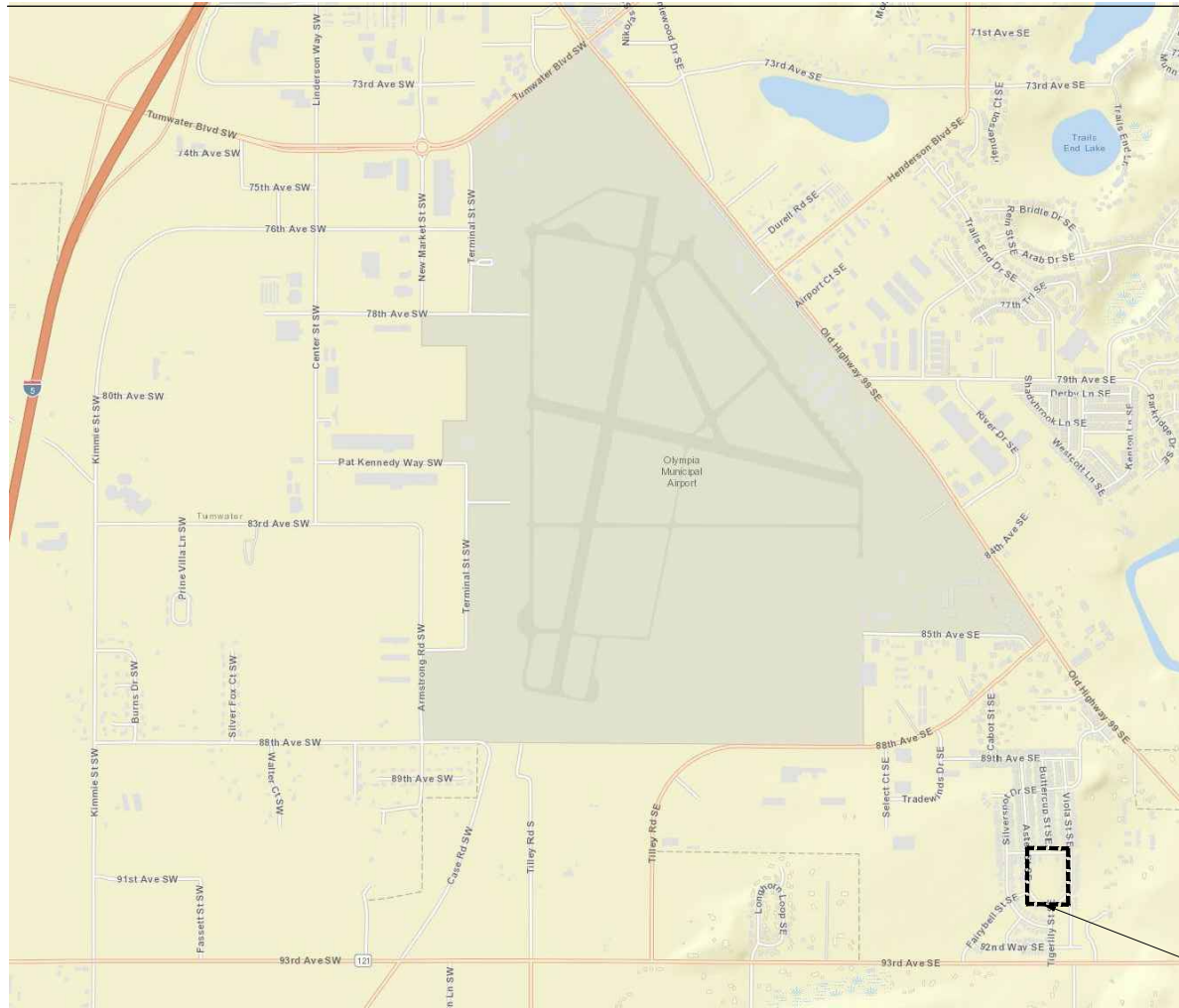
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6) Attachments:

A. Vicinity Map

# KINDRED PARK

CITY OF TUMWATER PARKS AND RECREATION DEPARTMENT



**VICINITY MAP**  
NOT TO SCALE



**KINDRED PARK  
PROJECT  
LOCATION**

TO: City Council  
FROM: Don Carney, Senior Capital Projects Manager  
DATE: January 2, 2024  
SUBJECT: Barclift Park and Tumwater Hill Park Restroom Improvements, Acceptance of Work

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1) Recommended Action:

Staff recommends the City Council accept the Barclift Park and Tumwater Hill Park Restroom Improvements project as complete and authorize the release of the performance bond as soon as the laws of the state of Washington allow. The Acceptance of Work was recommended for approval by the Public Works Committee at their December 7, 2023, meeting.

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2) Background:

The project consisted of installation of two pre-fabricated concrete restrooms with utilities, drinking fountains, and installation of a bike rack and updated ADA parking ramp at Tumwater Hill Park.

On May 19, 2022, the City Council awarded and authorized the mayor to sign a public works contract with KBH Construction Company, of Olympia, Washington in the amount of \$215,900. Work on this project is now complete; the final contract total is \$205,655, which is under Contractor bid by \$10,245.

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3) Policy Support:

City of Tumwater Strategic Priorities and Goals 2023-2024:

A. Build a Community Recognized for Quality, Compassion and Humanity

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4) Alternatives:

☐ Do not accept the project as complete and direct staff to pursue alternative actions(s).

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5) Fiscal Notes:

Funding for construction of this project Metropolitan Parks District and City of Tumwater General Governmental.

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6) Attachments:

A. Vicinity Map



# BARCLIFT & TUMWATER HILL PARK RESTROOM IMPROVEMENTS

CITY OF TUMWATER PARKS AND RECREATION DEPARTMENT

TUMWATER HILL PARK



VICINITY MAP  
NOT TO SCALE

BARCLIFT PARK



TO: City Council  
FROM: Lisa Parks, City Administrator  
DATE: January 2, 2024  
SUBJECT: Election of Mayor Pro Tem

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1) Recommended Action:

Pursuant to Council Rules, elect a Mayor Pro Tem for 2024-2025.

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2) Background:

Council Rules provide the following direction for the selection of the Mayor Pro Tem.

Section 20. Mayor Pro Tem Selection Process

20.1 The Mayor Pro Tem shall be elected to a two year term at the first regular Council meeting in January following a municipal election year. The Mayor shall conduct the election for the Mayor Pro Tem who shall be elected by a majority of the full Council. The Mayor Pro Tem shall be limited to two consecutive terms, unless by unanimous vote the limitation is waived.

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3) Policy Support:

VISION | MISSION | BELIEFS

Our Mission:

In active partnership with our community, we provide courageous leadership and essential municipal services to cultivate a prosperous economy, a healthy natural environment, vibrant neighborhoods, and a supportive social fabric.

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4) Alternatives:

None.

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5) Fiscal Notes:

There is no fiscal cost associated with the election of the Mayor Pro Tem.

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6) Attachments:

None.