



# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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Wednesday, May 18, 2016

4:30 PM

Conference Room 207

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### Special Meeting

#### 1. CALL TO ORDER

Chair Roe called the meeting to order at 4:30 p.m.

#### 2. ROLL CALL

**Present:** 3 - Chair Jeannine Roe, Committee member Jessica Bateman and Committee member Clark Gilman

#### 3. APPROVAL OF MINUTES

- 3.A [16-0523](#) Approval of March 21, 2016 General Government Committee Meeting Minutes

**The minutes were approved.**

- 3.B [16-0524](#) Approval of March 23, 2016 General Government Committee Meeting Minutes

**The minutes were approved.**

- 3.C [16-0525](#) Approval of March 25, 2016 General Government Committee Meeting Minutes

**The minutes were approved.**

- 3.D [16-0526](#) Approval of March 28, 2016 General Government Committee Meeting Minutes

**The minutes were approved.**

#### 4. COMMITTEE BUSINESS

- 4.A **16-0532** Interview for Heritage Commission Vacancy

Committee members and Heritage Commission Chair Holly Davies interviewed Katherine Kelly for a vacant position on the Heritage Commission.

**The Committee agreed to forward a recommendation to City Council at the June 7 Council meeting to appoint Katherine Kelly to the Heritage Commission to fill a vacant position with a term ending March 31, 2018.**

**4.B 15-1198 Poet Laureate Program Recommendation**

Arts Commission Staff Liaison Stephanie Johnson, Arts Commission Chair Marygrace Jennings, and Arts Commission Vice Chair Stacy Hicks provided background on the proposed Poet Laureate Program and showed a couple of examples of poetry out on YouTube.

The Arts Commission proposed a Poet Laureate schedule as follows:

June 7 - Council approves of development of a Poet Laureate Program

June 9 - Arts Commission drafts a Poet Laureate policy and does a Call for Artists

June 22 - General Government Committee sees the draft policy and Call for Artists

July 12 - Council approves of Poet Laureate Policy.

July 22 - Arts Commission puts out Poet Laureate applications

Sept 2 - Poet Laureate applications/nominations due

Week of Sept 26 - Poet Laureate jury

Oct 13 - Poet Laureate recommendation to the Arts Commission

Nov 15 - Poet Laureate approval to Council

Jan 3 - Poet Laureate at first Council meeting of the year

Discussion:

- How the Arts Commission arrived at the \$2,000 stipend over two years
- City administration is yet to be determined for the program
- Content oversight
- Possibly coordinating with the Community Youth Services Bridge Program in future years

**Committee member Gilman moved, seconded by Committee member Bateman, to forward a recommendation to City Council at the June 7, 2016 Council meeting to direct staff to move forward with the development of a Poet Laureate Program as recommended by the Arts Commission, for Council review and approval. The motion passed unanimously.**

**4.C 16-0533 Community Development Block Grant (CDBG) Program Year 2016 Action Plan**

Community Planning & Development Deputy Director Leonard Bauer and CDBG Program Manager Anna Schlecht discussed the annual cycle of the CDBG program and indicated the plan is in its third of five years. Tonight the General Government Committee is considering the fourth year plan. They noted the highest priority over the last three years has been economic development and outlined the proposed funding options for 2016.

Homes First Executive Director Trudy Soucoup expressed concern that the City was not creating more affordable housing and making this issue a priority with CDBG funds. She asked that this become the highest priority over economic development.

Thurston County Veterans Services Inc representative Bob Jones discussed this new

organization and the Thurston County Veterans Outreach Center. He said the organization is looking to each community in Thurston County to step up and pay what they feel is the right amount to support veterans. He asked for Olympia's support through CDBG funds.

Discussion:

- Red letter this topic so that it comes to the General Government Committee sooner in the process in future years, as early as October or November later this year if possible.
- Expand the Downtown Ambassador Program if possible.
- Clarification that the Clean Team is not eligible for CDBG funding; only street outreach is.
- The Providence Community Care Program is ready to go so should be able to spend funding by June, 2017.
- Consider shaving some of the proposed funding off the business training programs and the Providence project to come up with \$20,000 for social service funding.
- Can the \$65,000 for the Section 108 debt service be used for other funding since the City has paid ahead on the debt?
- Prefer to put less emphasis on economic development as the highest priority goal of the CDBG 5-year strategic plan because the City has made progress in that area. It's time to spend the funding on other priorities.

**This topic will come back to the City Council at the June 7, 2016 Council meeting to set a public hearing date. Staff will research the question about whether there is flexibility in paying \$65,000 for the Section 108 debt service and will note the General Government Committee's desire to change from economic development as the highest priority for CDBG funding to social services and housing as the top two priorities.**

**4.D**     [16-0516](#)     Economic Development Update

**This topic was postponed to the June 22, 2016 General Government Committee meeting.**

**4.E**     [16-0531](#)     Preparation for Council's Mid-Year Retreat on June 11, 2016

Assistant City Manager Jay Burney provided a handout of a proposed mid-year Council retreat discussion. Location options were discussed and the Committee agreed to recommend using the Port of Olympia Boardroom. Facilitation options were discussed and the Committee asked staff to research whether Kendra Dahlen or Paul Horton might be available.

Discussion of other possible topics:

- How to engage the public in social media or more public engagement and reaching constituents at all levels.
- Follow-up to the first retreat of this Council to ensure the work being done relates to the retreat goals.

Mr. Burney agreed to provide Committee member Bateman with the General Government Committee charter. He will incorporate the Committee's comments into the staff report for the June 7 Council meeting.

**The recommendation was completed.**

**5. STATUS UPDATES AND REPORTS**

**Committee member Gilman moved, seconded by Committee member Bateman, to forward a recommendation to the City Council at the June 7 Council meeting to appoint Jan Vleck to the Bicycle and Pedestrian Advisory Committee to fill a vacancy with a term ending March 31, 2017. The motion passed unanimously.**

**6. ADJOURNMENT**

Chair Roe adjourned the meeting at 6:30 p.m.