



# Meeting Minutes

## City Council

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, June 3, 2025**

**6:00 PM**

**Council Chambers, Online and Via  
Phone**

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### Register to Attend:

[https://us02web.zoom.us/webinar/register/WN\\_sG8IVoDyRvqVu4OIA8LQzw](https://us02web.zoom.us/webinar/register/WN_sG8IVoDyRvqVu4OIA8LQzw)

## 1. ROLL CALL

**Present:** 6 - Mayor Dontae Payne, Mayor Pro Tem Yến Huỳnh, Councilmember Clark Gilman, Councilmember Kelly Green, Councilmember Dani Madrone and Councilmember Robert Vanderpool

**Excused:** 1 - Councilmember Jim Cooper

## 1.A ANNOUNCEMENTS

City Manager Jay Burney announced that City's Sales Tax revenue is under budgeted projections and is exercising caution by implementing a spending freeze, effective June 1, 2025. The spending freeze consists of the following: freeze spending on discretionary items, with the exception of safety/protective equipment, or funds needed to advance our priority work; restricting out-of-state travel unless required by certifications required to perform job duties and a soft hiring freeze, meaning all hiring decisions must be approved by the City Manager before a hiring offer is made. Mr. Burney noted that he will continue to monitor our revenues, and if things improve over the coming months, will modify the freeze.

## 1.B APPROVAL OF AGENDA

**The agenda was approved.**

## 2. SPECIAL RECOGNITION

**2.A** [25-0470](#) Special Recognition - Proclamation Recognizing LGBTQIA2S+ Pride Month and Capital City Pride Weekend

Councilmembers read a proclamation declaring June as LGBTQIA2S+ Pride Month and June 27 - 29 as Capital City Pride Weekend.

The proclamation was accepted by Capital City Pride President Natalie Coblentz and Capital City Pride Communications Manager Pog O'Donahue.

**The recognition was received.**

**3. PUBLIC COMMENT**

The following person spoke: Larry Dzieza.

**4. CONSENT CALENDAR**

- 4.A**     [25-0477](#)     Approval of May 20, 2025 Olympia City Council Meeting Minutes

**The minutes were adopted.**

- 4.B**     [25-0486](#)     Approval of a Resolution Authorizing an Agreement with Gray & Osborne Inc. for the Transmission Main Seismic Valves and Condition Assessment Project

**The resolution was adopted.**

- 4.C**     [25-0478](#)     Approval of a Resolution Authorizing an Amendment to a Municipal Services Agreement with South Puget Sound Habitat for Humanity for Energize Thurston 2025 Subsidized Pathway Program Administration

**The resolution was adopted.**

- 4.D**     [25-0490](#)     Approval of the Proposed Agenda, Location, and Facilitator for the Mid-Year City Council Retreat

**The decision was adopted.**

**Approval of the Consent Agenda**

**Mayor Pro Tem Huynh moved, seconded by Councilmember Madrone, to adopt the Consent Calendar. The motion carried by the following vote:**

**Aye:**         6 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Gilman, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

**Excused:**    1 - Councilmember Cooper

**4. SECOND READINGS (Ordinances)****4. FIRST READINGS (Ordinances) - None****PULLED FOR SEPARATE ACTION**

- 4.E**     [25-0452](#)     Approval of an Ordinance Related to Adoption of the 2025 Capital Mall Triangle Engineering Design And Development Standards and Amending Chapter 12.02 of the Olympia Municipal Code

**Mayor Pro Tem Huynh moved, seconded by Councilmember Madrone, on second reading, the Ordinance related to adoption of the 2025 Capital Mall Triangle Engineering Design and Development Standards and amending Chapter 12.02 of the Olympia Municipal Code. The motion carried by the following vote:**

**Aye:** 5 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

**Excused:** 1 - Councilmember Cooper

**Abstained:** 1 - Councilmember Gilman

- 4.F**      [25-0453](#)      Approval of an Ordinance Amending Olympia Municipal Code Titles 14 And 18 and Establishing a Planned Action for the Capital Mall Triangle Subarea

**Mayor Pro Tem Huynh moved, seconded by Councilmember Madrone to approve on second reading, an Ordinance amending Olympia Municipal Code Titles 14 and 18 and establishing a Planned Action for the Capital Mall Triangle Subarea. The motion carried by the following vote:**

**Aye:** 5 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

**Excused:** 1 - Councilmember Cooper

**Abstained:** 1 - Councilmember Gilman

**5. PUBLIC HEARING - None**

**6. OTHER BUSINESS**

- 6.A**      [25-0504](#)      Update on the Citywide Wayfinding Master Plan and Approval of Wayfinding Signage Design Concepts

Strategic Communications Director Kellie Purce Braseth introduced Tangram Design who have been working on a Master Plan for citywide wayfinding.

Representatives of Tangram Design LLC Matthew DeLade, George Lim and Anna Juliano presented several concepts for updated wayfinding in Olympia.

Councilmembers asked clarifying questions.

**Mayor Pro Tem Huynh moved, seconded by Councilmember Gilman, to approve signage design concept 4 for the Wayfinding Master Plan. The motion carried by the following vote:**

**Aye:** 6 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Gilman, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

**Excused:** 1 - Councilmember Cooper

**6.B**     [25-0485](#)     Civilian Police Auditor 2024 Annual Report

Assistant City Manager Stacey Ray introduced the presentation and shared an overview of the implementation of the Community Oversight of Law Enforcement recommendations. Deputy Police Chief Shelby Parker presented the Olympia Police Department 2024 Year-End Review and Civilian Police Auditor Tara Parker presented her 2024 Auditor Report.

Councilmembers asked clarifying questions.

**The information was received.**

**6.C**     [25-0482](#)     Approval of a Resolution Authorizing the Funding Recommendation of The Cultural Access Advisory Board for the 2025-2026 Inspire Olympia Contracts

Chair of the Cultural Access Advisory Board Melissa Meade shared an overview of the work of the Cultural Access Advisory Board shared an overview of the Inspire Olympia Program and program application scoring that informed the contract recommendation.

Inspire Olympia Program Manager Marygrace Goddu presented the Cultural Access Advisory Board recommendation for 2025 - 2026 Inspire Olympia contracts.

Councilmembers asked clarifying questions.

**Councilmember Green moved, seconded by Councilmember Vanderpool, to approve a Resolution authorizing the funding recommendation of the Cultural Access Advisory Board for the 2025-2026 Inspire Olympia Contracts. The motion carried by the following vote:**

**Aye:** 6 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Gilman, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

**Excused:** 1 - Councilmember Cooper

**6.D**     [25-0481](#)     Approval of the Job Description for the Assistant to the City Council Position

Human Resources Director Manny Bosser presented a draft position description for an Assistant to the City Council.

Councilmembers asked clarifying questions.

**Councilmember Madrone moved, seconded by Councilmember Gilman, to approve the job description for the Assistant to the City Council position as proposed by a City Council subcommittee. The motion carried by the following vote:**

**Aye:** 6 - Mayor Payne, Mayor Pro Tem Huynh, Councilmember Gilman, Councilmember Green, Councilmember Madrone and Councilmember Vanderpool

**Excused:** 1 - Councilmember Cooper

**7. CONTINUED PUBLIC COMMENT**

**8. COUNCIL INTERGOVERNMENTAL/COMMITTEE REPORTS AND REFERRALS**

Councilmembers reported on meetings and events attended.

**9. CITY MANAGER'S REPORT AND REFERRALS**

City Manager Burney reported he attended the 50th anniversary celebration of the New Baptist Church. He noted that he will not be attending the Council meeting next week.

**10. ADJOURNMENT**

The meeting adjourned at 8:57 p.m.