SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM NO: Interviews – Council Position 5

DATE: July 22, 2010

SUBJECT: City Council Vacancy

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

ISSUE:
The issue before the Council is to conduct interviews for the applicants for Council Position 5.

STAFF RECOMMENDATION:
Interview the three candidates for Council Position 5 in the order the applications were received. The schedule will be:

6:30 PM	Joe Neigel
6:45 PM	Caroline Spott
7:00 PM	Dale Doornek

SUMMARY:
The city received three applications (Attachment A) for the Council Position 5 and interviews have been scheduled prior to the regular meeting. All candidates who submit an application by the deadline will be interviewed. The council may discuss the qualifications of candidates in executive session. Nominations and voting must be done in an open public meeting.

A copy of the process for filling Council vacancies is included as Attachment C.

The candidates have been provided with a copy of the interview questions that were approved by the Council (Attachment B). The Council may ask additional questions of the candidates to clarify responses.

Staff contacted the Snohomish County Elections Department and they have advised that the Council needs to appoint a replacement for the balance of Mr. Flower's term which ends in 2011. Next year, the position will be placed on the ballot for a short and full term election. What that means is the person elected to the position takes office upon certification of the election instead of waiting until January 1, 2012.

Attachments:
A. Applications
B. Interview questions
C. Council Process

Joe Neigel, II
751 5th Street
Sultan, WA 98294

June 15, 2010

Ms. Laura Koenig
City Clerk, City of Sultan
319 Main Street
Suite 200
Sultan, WA 98294

Dear Ms. Koenig,

I'm writing to declare my interest in applying for the position of Sultan City Council Member Position No. 5.

The attached application and supplemental questionnaire will provide you with an overview of my experience, goals and qualifications for the position. As a Prevention Coordinator in Snohomish County's Human Services Department, I have developed an outstanding reputation in our community with wide-ranging contacts and partnerships throughout the region. My hope is to leverage these existing partnerships as a Council Member to improve access to services and quality of life for all Sultan residents.

In the meantime, I am presently working with Dave Wood at the VOA and other concerned residents to assemble a well organized and ongoing community coalition to address emerging and long standing issues that may fall beyond the scope of City planning and administration, such as youth substance abuse and more.

I believe my broad experience and range of skills make me an excellent candidate for your consideration. I sincerely look forward to hearing from you to arrange an interview and further discuss this position.

Yours Respectfully,

Joe Neigel

City of Sultan

319 Main Street, Suite 200 • PO BOX 1199 • Sultan, Washington 98294
Telephone 360.793.2231 • Fax 360.793.3344 • www.ci.sultan.wa.us

Appointment Application
Council Vacancy Position No. 5

Applicant Information

Name	Joe Neigel
Street Address	751 5th Street
City ST ZIP Code	Sultan, WA 98294
Home Phone	(360) 863-2550
Work Phone	(425) 388-7227
E-Mail Address	jneigel76@aol.com

Eligibility Requirements, Notification and Signature

Councilmembers for the City of Sultan must reside within City limits and be registered voters in Sultan, Washington. In order to be eligible for appointment to a Council vacancy, applicants must have lived in the City of Sultan for 12 consecutive months prior to being appointed to office.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature J. Neigel Date 6/14/2010

Additional Information

Are you a registered voter in Sultan, WA?	YES [X]	NO [ ]
Are you a resident of the City of Sultan?	YES [X]	NO [ ]
How long have you been a resident of the City of Sultan?	2 years, 6 months (Dec., 2007)	
How long have you lived at your current address?	2 years, 6 months (Dec., 2007)	

If you have lived at your current address for less than 12 months, please list your previous address.

Previous address and length of time at address.

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Sultan?

YES [ ] NO [X]

If yes, please explain.

Time Commitment

Appointment to the City Council will require your attendance at a number of regularly scheduled and special meetings, which occur in the evenings, on weekends, and/or during the weekday.

Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at various community functions.

Councilmembers feel they are most effective in their duties when they commit 10 to 15 hours per week to Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the Sultan City Council?	YES [X]	NO [ ]
Have you ever attended a Sultan City Council meeting?	YES [ ]	NO [X]
If yes, please estimate how many Council meetings you have attended in the past year.		

Supplemental Questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the City of Sultan.

See Supplemental Attachment

Supplemental

1. ***Why are you interested in serving as a Sultan City Councilmember?***

I'm interested in serving the City by adding my experience and voice to the Council. My hope is to advocate for underrepresented populations, including the homeless, immigrant families, and families of low socio-economic status as the Council expands beyond traditional business and real estate sector membership. My goal is not to create conflict within the City, but rather to infuse long standing and emerging problems with new energy and ideas.

I also want my children to raise their future children in Sultan, and I would be remiss for not taking a more proactive role in helping to decide the direction of the City now. Sultan is a wonderful place to live, and I'd like to help residents feel more connected to its rich history, natural beauty, recreational opportunities and to each other.

2. ***The term for this appointed position will be effective until the next general election in November [2011]. What do you hope to accomplish during this time?***

I believe the City of Sultan has a communication and public relations problem. Too much of the good work being done by the City and volunteers goes unnoticed, unadvertised and underappreciated. As a result, it lends credence to the notion that Sultan is *just* a "bedroom" or "commuter" community. In fact, we are so much more. People live, work and play here. They go to school, have families and grow old here. If I accomplish anything during the next 17 months, it will be to effectively communicate what's going right in the city and to engage more residents in helping to enhance our quality of life.

3. ***Councilmember position no. 5 will be up for election in November 2011. Do you intend, and are you willing to run for the elected position?***

I do intend to run for the elected position in November, 2011. I am committed to enhancing the quality of life in our city and I understand it will take more than a year and a half to do this!

4. ***Identify the three highest priorities you believe the City of Sultan needs to address. How do you propose to address each priority?***

- I believe Sultan needs to operate within its economic means, on a balanced city budget. This does not mean unnecessarily raising taxes and fees. Instead, it means working together to make hard choices, to maintain current levels of service where appropriate, and seizing and creating opportunities to attract new tourism, businesses and residents, all while preserving our small town identity.

- I believe Sultan needs a strategic communication plan to engage more of its citizens. This doesn't mean just posting information to the city's website and waiting for them to find it. It means building relationships with natural and organizational leaders, creating a true online destination point by utilizing social media sites like facebook and twitter, and by creating a truly city-wide email distribution list with which to network and communicate with all residents.

- I believe Sultan needs a strong, well organized, ongoing community coalition to tackle issues beyond the scope of city planning and administration, including youth substance abuse, citizen engagement and various emerging issues. I have already begun laying the foundations for this coalition through a local partnership with the VOA on 1st street. My hope is that it will be a means to enhance the quality of life for all Sultan residents through ongoing resident driven initiatives, while being effective enough to apply for formalized funding from state and federal agencies.

5. ***Discuss your qualifications relevant to the position of Sultan City Councilmember.***

First of all, I love Sultan and am a Daddy of four children who are growing up here. We use the library, play in the parks, eat in the restaurants, go to school, bank and truly *live* here.

Professionally, I am employed by Snohomish County Government as a Substance Abuse Prevention Coordinator in the Alcohol and Other Drugs unit of the Human Services Department. As a Prevention Coordinator, in addition to contract management, I work with communities across the County to strategically implement services that build protection and reduce the risk associated with future substance abuse. Specifically, I'm engaged in projects that enhance family, school and community bonding through education, media, data gathering and strategic planning.

Additionally, a critical component of my work focuses on building and maintaining relationships across silos with many agencies, coalitions and commissions, including:

State/Federal/Regional	County-wide	Local
DSHS - Children's Administration	Community Mobilization	9 Family Support Centers
Department of Behavioral Health and Recovery (DBHR)	Health and Safety Network	Everett Aquasox
NW High Intensity Drug Trafficking Area (HIDTA)	Snohomish County Sheriff's Department	VOA
Partnership for a Drug Free America	Gang Community Response Team	Familias Unidas
Statewide Parenting Initiative Network (SPIN)	Snohomish County Children's Commission	Cocoon House
Office of Education Ombudsman	Snohomish Health District	Casino Road Stakeholders Group
Sno-Trac	Various School Districts	
	Drug Action Team	

Finally, I would add that my work requires a diverse and specialized skill set, including contract management, event and training planning, graphic design, writing, public speaking, teaching, negotiation, collaboration, data gathering, strategic planning and much more.

6. ***Where do you see yourself in four years?***

In four years I see myself in Sultan, with three of my four children in school. I'm still working for the County, a member of City Council, and an active member of the Sultan Community Coalition which has made a profound and positive impact on our community.

Please return your signed application and letter of interest to Laura Koenig, City Clerk by **4:00PM on Friday, June 25, 2010.**

Candidates will be asked to interview for the position at an open public meeting prior to appointment. The top candidate will be appointed as quickly as possible.

To request additional information contact

Laura Koenig, City Clerk, at 360-793-2231 or by e-mail at laura.koenig@ci.sultan.wa.us.

Thank you for your interest in serving the Sultan community as a member of the Sultan City Council.

Caroline Spott

721 Depot Lane • Sultan, WA 98294 • Phone: 360-799-0979
E-Mail: cspott@cspott.com

RECEIVED
JUN 24 2010
BY:

June 24, 2010

City of Sultan
PO Box 1199
Sultan, WA 98294

Re: Council Vacancy Position No. 5

Dear Mayor Eslick and Council Members,

For nearly a decade I have lived and owned a business in the City of Sultan. During this time I have been quietly involved in supporting the City and the community. Given the opportunity I would like to serve the community in a more public fashion.

Please allow me to express my interest in applying for the current vacancy on the Sultan City Council left by the resignation of Council Member Jim Flower.

Sincerely,

Caroline Spott

City of Sultan

319 Main Street, Suite 200 • PO BOX 1199 • Sultan, Washington 98294
Telephone 360.793.2231 • Fax 360.793.3344 • www.ci.sultan.wa.us

Appointment Application
Council Vacancy Position No. 5

Applicant Information

Name	Caroline R. Spott
Street Address	721 Depot Lane
City ST ZIP Code	Sultan, WA 98294
Home Phone	360-799-0979
Work Phone	360-799-0552
E-Mail Address	cspott@cspott.com

Eligibility Requirements, Notification and Signature

Councilmembers for the City of Sultan must reside within City limits and be registered voters in Sultan, Washington. In order to be eligible for appointment to a Council vacancy, applicants must have lived in the City of Sultan for 12 consecutive months prior to being appointed to office.

As an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature Date 6/24/10

Additional Information

Are you a registered voter in Sultan, WA? YES ☒ NO ☐

Are you a resident of the City of Sultan? YES ☒ NO ☐

How long have you been a resident of the City of Sultan? 9 years

How long have you lived at your current address? 9 years

If you have lived at your current address for less than 12 months, please list your previous address.

Previous address and length of time at address.

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Sultan? YES ☒ NO ☐

If yes, please explain. *I am the owner of Iron Goat Networks, llc which is currently contracted with the City for IT services*

Time Commitment

Appointment to the City Council will require your attendance at a number of regularly scheduled and special meetings, which occur in the evenings, on weekends, and/or during the weekday.

Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at various community functions.

Councilmembers feel they are most effective in their duties when they commit 10 to 15 hours per week to Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the Sultan City Council?

YES [X] NO [ ]

Have you ever attended a Sultan City Council meeting? YES [X] NO [ ]

If yes, please estimate how many Council meetings you have attended in the past year. 7

Supplemental Questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the City of Sultan.

Why are you interested in serving as a Sultan City Councilmember?

My husband and I chose Sultan nine years ago as a place to buy our home and start a family. Through those nine years we have seen many ups and downs.

My family is in Sultan for the long haul. Our daughter goes to school here, my husband is actively involved in the Sultan Fire Department, and our livelihood is geographically centered. I have a vested interest in making our City a great place to live and work. I want to serve as a City Councilmember to help transform Sultan into a place people want to plant roots and are proud to call home.

The term for this appointed position will be effective until the next general election in November 2009. What do you hope to accomplish during this time?

Improve the relationship between the City and local business owners

Create more opportunities for local youth to get involved with City governement and more City sponsored activities for the community to come together and enjoy

Finding ways for the City to maintain and make current park facilities more and community friendly

Councilmember position no. 5 will be up for election in November 2011. Do you intend, and are you willing to run for the elected position?

I am open to the possibility depending on what the next year yields.

Identify the three highest priorities you believe the City of Sultan needs to address. How do you propose to address each priority?

Sultan's place in the Puget Sound area:
Find ways to promote local businesses, community events and parks; help the City develop programs designed to draw people to our area

Infrastructure:
Identify areas which need improvement or preventative maintenance such as repairs to City parks and roads and find the means to fix and keep them maintained

Youth Involvement:
Create more ways for the City to become involved with local youth and their families

Discuss your qualifications relevant to the position of Sultan City Councilmember.

Business owner for 12 years
Lived in the city for nine years and have activily participated in city governance
Graduate degree in education; several years teaching high school (history/government/civics)
Worked coopertatively with multiple school districts for Model United Nations project
Asissted with grant writing for the successful installation of a new computer lab for the Anderson Valley School District
Assisted in the sucessful passing of Fire Department levies
Girl Scout troop leader

Where do you see yourself in four years?

Continuting to contribute to my community and looking towards the frightening prospect of my daughter entering Middle School.

Please return your signed application and letter of interest to Laura Koenig, City Clerk by **4:00PM on Friday, June 25, 2010.**

Candidates will be asked to interview for the position at an open public meeting prior to appointment. The top candidate will be appointed as quickly as possible.

To request additional information contact
Laura Koenig, City Clerk, at 360-793-2231 or by e-mail at
laura.koenig@ci.sultan.wa.us.

Thank you for your interest in serving the Sultan community as a member of the Sultan City Council.

RECEIVED
JUL 0 1 2010
BY:.....

To: Laura Koenig

From: Dale Doornek

Date: 7/01/2010

Re: Letter of Interest

To Whom It May Concern:

I am interested in Sultan City Council Position 5. It interests me because of the opportunities of community that are presented during the City Council Meetings. The positive effect it can have on visitors as being a friendly, safe, and clean community. Being part of the City Council gives the opportunity to learn of how the City of Sultan operates, and what is needed to make it operate. There are three areas that Sultan will have to concentrate on; they are the Environment. (Making it acceptable to all), Economics, building the businesses that would like to start in Sultan, and the Community, keeping it safe, clean, and friendly. Make Sultan a place people will talk about, and come back to.

I am interested in being a candidate for the 2011 election, and being a part of the growing City of Sultan.

Regards,

Dale Doornek

City of Sultan

319 Main Street, Suite 200 • PO BOX 1199 • Sultan, Washington 98294
Telephone 360.793.2231 • Fax 360.793.3344 • www.ci.sultan.wa.us

Appointment Application
Council Vacancy Position No. 5

Applicant Information

Name

Street Address

City ST ZIP Code

Home Phone

Work Phone

E-Mail Address

Eligibility Requirements, Notification and Signature

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As an applicant for appointment to public office, the information provided on this application will be available to the public.

Signature [signature] Date 7-1-2010

Additional Information

Are you a registered voter in Sultan, WA? YES NO

Are you a resident of the City of Sultan? YES NO

How long have you been a resident of the City of Sultan? 13 years

How long have you lived at your current address? 13 years

If you have lived at your current address for less than 12 months, please list your previous address.

Previous address and length of time at address.

Do you or any family member residing in your household, have a financial interest in, or are you an employee or officer of any business or agency which conducts business with the City of Sultan?

YES NO

If yes, please explain.

Time Commitment

Appointment to the City Council will require your attendance at a number of regularly scheduled and special meetings, which occur in the evenings, on weekends, and/or during the weekday.

Councilmembers also serve on Council committees, regional boards and commissions, and represent the City Council at various community functions.

Councilmembers feel they are most effective in their duties when they commit 10 to 15 hours per week to Council-related activities. Are you able to commit this amount of time and are you willing to arrange your life schedule to participate fully as a member of the Sultan City Council?

YES NO

Have you ever attended a Sultan City Council meeting? YES NO

If yes, please estimate how many Council meetings you have attended in the past year.

I have attended many in the past as a former councilman Pos # 7

Supplemental Questions

Please respond to the following questions regarding your interest in the position of appointed Councilmember for the City of Sultan.

Why are you interested in serving as a Sultan City Councilmember?

I believe that I can make a difference in the future growth of the city, economically, environmentally, culturaly. By having a good understanding of the current rules & regulations set forth by governing agencies. Be open to the many cultures in sultan & be aware of how changes can affect all involved.

The term for this appointed position will be effective until the next general election in November 2009. What do you hope to accomplish during this time?

First & Foremost I believe the next election is in 2011, Therefore possibly invalidating question.

Although I hope to accomplish a good comprehensive plan that is agreed upon by all. Not to mention a safe, clean environment to Live in. Also, work with councilmember, staff, and the public to make Sultan an enjoyable city to Visit & ~~live~~ Reside.

work with government agencies to develop a community that meets rules & regulations.

Councilmember position no. 5 will be up for election in November 2011. Do you intend, and are you willing to run for the elected position?

~~Depending~~ I am willing & intend to run for election in 2011. I believe that this is the beginning of understanding the governments/ city's role in the community

Identify the three highest priorities you believe the City of Sultan needs to address. How do you propose to address each priority?

Economically - Be open to new businesses that want to come to Sultan. Address any problems, issues, opportunities that arise from the interest.

Environmentally Keep the community green & well within the requirements of agencies & expect/require the best from community and visitors.

Housing/Urban Development. continue to have the city grow by advertising a clean, safe, green neighborhood

Discuss your qualifications relevant to the position of Sultan City Councilmember.

My qualifications are relevant to the City Councilmember through knowledge of government rules & regulations.

I also served as a council member in the past, therefore I am knowledgeable of how the city government operates

also, I listen to the concerns of the people & address them as required.

Where do you see yourself in four years?

I see my self involved in the Citys actions as well as the community. I see my self on the city council for another term. much more knowledgeable of the city Government policies & procedures. Not to mention a better understanding of the Waste water Treatment plant. and its requirements.

Please return your signed application and letter of interest to Laura Koenig, City Clerk by **4:00PM on Friday, ~~June 25~~ July 02, 2010.**

Candidates will be asked to interview for the position at an open public meeting prior to appointment. The top candidate will be appointed as quickly as possible.

To request additional information contact

Laura Koenig, City Clerk, at 360-793-2231 or by e-mail at

Thank you for your interest in serving the Sultan community as a member of the Sultan City Council.

ATTACHMENT B

1. **Q:** What does Sultan mean to you?

2. **Q:** Why have you chosen to apply for appointment to the Sultan Council?

3. **Q:** What do you see as the role and responsibility of individual council members and the city council as a whole?

4. **Q:** What qualities or experiences do you possess, that make you more desirable than the other candidate?

5. **Q:** Of the decisions made by council in the last 12 months, which one would you have changed, and why?

6. **Q:** If you are appointed, what do you hope to accomplish between now and the November 2011 election?

7. **Q:** One of the strengths of the current council is the ability of members to "agree to disagree" and not make political issues personal. How do you accomplish your goals when you work with people who don't share your viewpoint?

8. **Q:** Serving as a council member requires a significant time commitment in addition to bi-weekly council meetings. What other time commitments do you have and how do you see serving as a council member fitting into your current schedule?

Attachment C

The Council has established a procedure for filling vacancy under the Council Meeting Procedures. The procedure follows:

8. FILLING COUNCIL VACANCIES AND SELECTING MAYOR PRO TEM

8.1 **Notice of Vacancy**: If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12.070. (ATTACHMENT A). In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.

8.2 **Application procedure**: The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

8.3 **Interview Process**: All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Community Center Meeting Room while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.

8.4 **Selection of Councilmember**: The Council may recess into executive session to discuss the qualifications of all candidates. Nomination, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.