OAK HARBOR CITY COUNCIL
SPECIAL MEETING NOTICE

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Special Meeting on:

Date: Tuesday, January 12, 2016

Time: 3:00 – 5:00 p.m.

Location: City Hall Council Chambers, 865 SE Barrington Drive, Oak Harbor, WA 98277

Note that action will be taken.

AGENDA

Call to Order

1. Resolution 16-02: 2016 Legislative Priorities
2. Review Council Vacancy Applications & Create a List of Qualified Applicants to be Interviewed at the January 19, 2016 City Council Meeting
3. Adjournment

Anna M. Thompson
City Clerk
Posted on January 8, 2016

POSTED: City Hall Bulletin Boards
www.oakharbor.org

EMAILED: editor@whidbeynewsgroup.com
news@skagitpublishing.com
media@whidbey.net
Mayor Bob Severns
Oak Harbor City Council
Directors

REMOVE: After January 12, 2016

Please contact the City Clerk at 360-279-4539 within 24 hours advance notice for special accommodations.

City of Oak Harbor
City Council Agenda Bill

Bill No.	1.
Date:	January 12, 2016
Subject:	Resolution 16-02: 2016 Legislative Priorities

FROM: **Dr. Merriman, City Administrator**

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Bob Severns, Mayor
- Doug Merriman, City Administrator/Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Discuss and consider approval of Resolution 16-02

BACKGROUND / SUMMARY INFORMATION

As one method for conveying information to the State Legislature for the upcoming Legislative session, the attached Resolution No. 16-02 outlines those issues which the City of Oak Harbor believes should have the highest priorities in 2016. A resolution by City Council conveying its wishes to our Legislators can convey a formal and more comprehensive message than sending or voicing individual requests. Moreover, a resolution provides a concise listing as a priority of those needs the City Council deems crucial.

Once adopted, this resolution will be forwarded to the Association of Washington Cities and personally handed to Representative Dave Hayes, Representative Norma Smith, and Senator Barbara Bailey.

LEGAL AUTHORITY

FISCAL IMPACT

This is no fiscal impact as a result of this proposed action.

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT

ATTACHMENTS

1. Resolution 16-02: 2016 Legislative Priorities

RESOLUTION NO. 16-02
CITY OF OAK HARBOR

IDENTIFYING 2016 WASHINGTON STATE LEGISLATIVE PRIORITY ISSUES

WHEREAS, the City of Oak Harbor has a keen interest in how the Washington State Legislature actions can and do impact the City; and

WHEREAS, it is the City's intention to work with the Governor's Office, the leadership throughout the Senate and House, and the Association of Washington Cities with specific help from the City's 10th District Legislators, and

WHEREAS, the City of Oak Harbor has a good positive working relationship with the current 10th District Legislators; and

WHEREAS, this positive working relationship is fostered by the frequent and ongoing exchange of information where the specific needs and priorities of the City of Oak Harbor are clearly expressed to our 10th District Legislators; and

WHEREAS, by the attached Exhibit "A" the City of Oak Harbor wishes to extend to Washington State Senator Barbara Bailey, Representative Norma Smith, and Representative Dave Hayes the City of Oak Harbor's 2016 Legislative Priority Issues.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oak Harbor, Washington, that the attached Exhibit "A" is hereby adopted as the 2016 Legislative Priority Issues of the City of Oak Harbor.

PASSED by the City Council of the City of Oak Harbor this 12th Day of January, 2016.

CITY OF OAK HARBOR

_____
BOB SEVERNS, MAYOR

Approved as to Form:

_____
Nikki Esparza, City Attorney

ATTEST:

_____
Anna Thompson, City Clerk

EXHIBIT "A"
CITY OF OAK HARBOR 2016 LEGISLATIVE PRIORITY ISSUES

1. **SUPPORT AND PROMOTE** the City's applications for Federal and State funding sources to both assist in paying for construction of the City of Oak Harbor's new wastewater treatment facility and to relieve a portion of the cost burden on local ratepayers.

2. **SPONSOR AND ADVOCATE** for an amendment to the Revised Code of Washington that will grant municipally-owned marinas the same lease/management agreement options available to port district-owned marinas.

3. **RETAIN** CAPRON Transportation funding as a critical resource for the City of Oak Harbor's Street and Arterials surface transportation needs.

4. **SUPPORT** reinstatement and long-term viability of funding for the Public Works Trust Fund Program - a critically needed source of funding for municipal infrastructure.

5. **SUPPORT** Legislative efforts to encourage growth in the Washington Main Street Program by providing additional and ongoing funding assistance for rejuvenating cities' older downtown business districts while retaining the area's traditional and historic character.

6. **SUPPORT** and promote the City's applications for Federal and State funding to assist in paying for the costs of moving critical water supply infrastructure as a result of State plans to realign segments of State Route 20.

7. **SUPPORT** grant funding from the Department of Commerce to local agencies who must comply with the State mandate to review and update local comprehensive plans by 2016.

8. **SUPPORT** a Legislative effort to limit local government liability exposure and financial burdens caused by unreasonable public records requests.

9. **CONTINUE** to support Legislative efforts to provide ongoing funding assistance for those cities subject to NPDES Phase II storm water regulation and permitting.

10. **REFRAIN** from supporting any Legislative proposal that requires the election of all municipal court judges.

11. **CONTINUE** to be diligent in addressing the State budget crisis without transferring State obligations onto local government or by eliminating local level funding sources.

12. **CONTINUE** to support Legislation that provides flexibility at the point of collecting development impact fees.

13. **SUPPORT** amending the frequency of required financial audits for cities and towns with records of clean audits.

14. **REMOVE** the permanent $10 million diversion of liquor taxes to local governments and maintain the historic revenue sharing system for liquor profits.

15. **SUPPORT** increased sharing of marijuana tax revenue with cities' tasked with both the enforcement of state and regulatory laws and with the provision of health and social services designed to mitigate marijuana substance abuse.

16. **SUPPORT** a Legislative effort to continue planning for the preservation of the Deception Pass Bridge.

17. **REFRAIN** from supporting any Legislative proposals that would establish a mandate upon local government without providing the necessary funds to fully support the mandate.

18. **ADVOCATE** for Oak Harbor School District's preparations to accommodate the anticipated influx of approximately 700 new students as a result of increased staffing at Naval Air Station Whidbey Island and work proactively towards compliance with Washington State Supreme Court's mandate that basic educational services are fully funded no later than the 2017-2018 school year.

City of Oak Harbor
City Council Agenda Bill

Bill No. 2.

Date: January 12, 2016

Subject: Review and Create a List of Qualified Council Vacancy Applicants

FROM: Dr. Merriman, City Administrator

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

- Bob Severns, Mayor
- Doug Merriman, City Administrator/Finance Director
- Nikki Esparza, City Attorney, as to form

RECOMMENDED ACTION

Review and Move to Approve a List of Qualified Applicants for the City Council Vacancy Position No. 4 to be interviewed at the January 19, 2016 Council Meeting.

BACKGROUND / SUMMARY INFORMATION

At the December 1, 2015 Council Meeting, City Council approved the Council Vacancy Application process as follows:

1) The Application period was open beginning December 3, 2015 and closed on January 4, 2016 at 4:30 p.m.

2) January 12, 2016 Special Meeting (3:00 p.m.) - review qualified applications and create a list of qualified applications.

3) January 19, 2016 Regular Council Meeting - interview the list of qualified candidates, discuss candidates
in Executive Session, reopen into Open Session to make final appointment and swear in the candidate. Interviews and the final decision and selection will be conducted in the open public meeting.

The Clerk's Office received five (5) applications for the vacant position before the deadline on January 4, 2016 - 4:30 p.m. We ensured that all applicants comply with the following statutory requirements: residency within city limits for 1 year, and registered to vote with Island County, City of Oak Harbor. We also determined that all applications are complete. All applicants qualify for the Vacant Council Position.

The Applicants are as follows, in order of receipt:

- Erica Wasinger
- Jes Walker-Wyse
- Aaron Taggert
- William Pohtilla
- John Morisson

We have attached the applications for your review.

LEGAL AUTHORITY
RCW 42.12.070

FISCAL IMPACT
N/A

PREVIOUS COUNCIL / BOARD / CITIZEN INPUT
December 1, 2015 Council Meeting

ATTACHMENTS
1. Erica Wasinger Application
2. Jes Walker-Wyse Application
3. Aaron Taggert Application
4. William Pohtilla Application
5. John Morrison Application

Received 12/10/2015
Clerk's Office

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name Erica Lea Wasinger

Residence Address 3084 SW Scenic Heights Street, Oak Harbor, WA 98277

Mailing Address *(If different)*

Home Phone 360.682.2266 Cell Phone 360.672.2179 Other

E-mail Address ericagrounds@hotmail.com

Are you registered to vote within Island County, City of Oak Harbor? Yes

Date of Residency within Oak Harbor City Limits 2008

Have you continuously lived in Oak Harbor City Limits since the Start date above? Yes

Do you meet the Residency Requirements? Yes

Résumé

Experience

Provide the following information for each corresponding labeled section:
a) Name of Institution,
b) Address of Institution,
c) Dates of service and job function(s)

1. a) **Waddell and Reed, Inc.**
   b) **6300 Lamar Avenue, Overland Park, KS 62202**
   c) **June 2003-January 2008. General Ledger Staff Accountant.**

2. a) **Regis University Athletics**
   b) **3333 Regis Boulevard F-20, Denver, CO 80221**
   c) **August 2000-June 2003. Men's Basketball Office and Team Manager.**

3. a) **Oak Harbor Real Estate, LLC / Oak Harbor Property Management, LLC**
   b) **3084 SW Scenic Heights Street, Oak Harbor, WA 98277**
   c) **January 2015-Present. Owner/Accountant.**

4. a)
   b)
   c)

5. a)
   b)
   c)

6. a)
   b)
   c)

7. a)
   b)
   c)

8. a)
   b)
   c)

Education

Provide the following information for each corresponding labeled section:
a) Name of Institution and location
b) Degree earned, or describe subjects studied
c) Dates of attendance, or year of completion

1. a) **Regis University, Denver, CO**
   b) **2003 Bachelor of Science: Accounting**
   c) **2003 Bachelor of Science: Business Marketing**

2. a) **Saint Mary's Hall, San Antonio, TX**
   b) **High School Diploma**
   c) **1999**

3. a)
   b)
   c)

4. a)
   b)
   c)

5. a) _____
   b) _____
   c) _____

Related Skills

1. Strong leadership skills proven through organization, time management, and the ability to motivate.

2. Oral and written communication skills. Effective communication amongst diverse members of the Oak Harbor community.

3. Proficient in small business accounting. Fluent with accounting systems including Oracle, Quicken, AppFolio, and Microsoft Office products.

Selected Accomplishments

1. North Whidbey Little League President 2012-2014. Initiated the construction of two tee ball fields. Coordinated the 2013 9/10 WA State Baseball and 2014 WA State Little League Softball tournaments.

2. Citizens for Better Schools Co-Chair 2012-2013. Organized and managed a successful campaign through informing local voters of the importance and value of levy funding.

3. Oak Harbor Park Board, Wading Pool Repurposing Project Fundraising Chair 2015. Instrumental in raising $3,000 for Windjammer Park diggable dinosaur fossil equipment.

4. Oak Harbor Educational Foundation 2009-Present. Fair, honest and ethical guided awarding of college scholarships valuing approximately $10,000 annually.

5. Real Estate investor committed to providing quality single family housing opportunities in Oak Harbor.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. Why are you interested in serving as an Oak Harbor City Council Member?

With my vast experience serving the residents of Oak Harbor I am greatly interested in committing myself to being a thoughtful representative of community members. Additionally, I find importance in enhancing the quality of life of all citizens.

2. **What strength would you bring to the Council?**

I have demonstrated to be a hardworking, responsible, and kind servant of Oak Harbor. Through my accounting experience, I have proven to be a financial leader for North Whidbey Little League in completing yearly budgets, financial statements, general ledger, tax filings and maintenance of all records. I am self-motivated, detail oriented, understanding and optimistic.

3. **What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**

Strengthen relationships with city departments, Navy, businesses, OHSD, and community service organizations through consistent and open communication amongst departments and organizations.
Wastewater treatment facility completion and related area plans potentially including a community center, splash park, playground equipment replacement, Bayshore Drive extension and sports complex.
Continue to support economic friendliness and advancement of harmonious relationships between businesses and the City of Oak Harbor.

4. **Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.**

Oak Harbor Park Board, 2013-Present. Act as an advisor to the City regarding parks. Representative of suggested park needs and desires.
North Whidbey Little League, President 2012-2014, Treasurer 2014-Present. Provide opportunity for local children to play baseball and softball. Gained knowledge of the City's role in youth sports.
Oak Harbor Educational Foundation, 2009-Present. Award college scholarships and learning grants. Demonstrates fair decision making process.
Citizens for Better Schools, Co-Chair 2012-2013. Educated voters about the importance of levy funding. Strengthened trust between voters and Oak Harbor Public Schools.
OHSD Volunteer, 2013-Present. Assist teachers with projects and student reading. Consistent volunteer hours provides insight into the state of our public education.

5. **What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?**

Earn the trust of community members through responsible, fair and diligent representation.

6. **What is your vision for our City and community?**

A safe and friendly coastal living community backboned by superior services and economic friendliness.

7. **Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.**

No

8. **Do you hold any other elected public office? If yes, please describe the offices held.**

No

9. **Is there anything else that you may wish to add that would help us get to know you a little better?**

I enjoy attending sporting events and watching movies.

I worked as a lifeguard and was all-conference basketball and softball team in high school.

I am an enthusiast of physical fitness having completed the 2013 and 2014 Whidbey Island Half Marathon and 2015 10K. I achieved my personal goal of finishing the half marathon under two hours in the 2013 race.

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharbor.org

Received 12/29/2015
Clerk's Office

City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277
Phone: (360)279-4500
Fax: (360)279-4507

Application for Appointment to City of Oak Harbor City Council Position No. 4

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

The timeline for filling the Council vacancy is as follows:

January 4, 2016	Applications are due to the City Clerk by 4:30 p.m.
January 12, 2016	Review applications and create a shortlist (Special Meeting)
January 19, 2016	Interview the short-listed applicants and select the new Council Member (Regular Meeting)

To be considered, your application must be completed and received by the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 no later than **4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted. Mailing post-marked applications will also not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

- Please submit the completed application, beginning on page 4.
- May be submitted in hard copy or electronic form

For further information, please contact:
Anna Thompson, City Clerk at (360)279-4539, or athompson@oakharbor.org

Dr. Merriman, City Administrator, at (360)279-4531, or dmerriman@oakharbor.org

The application packet should be submitted to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharborg.org

Council Member Eligibility, Requirements, and Public Disclosure

To be eligible to be appointed to the Oak Harbor City Council, you:

- **Residency Requirement:** Must have continuously resided within Oak Harbor's city limits for a minimum of one (1) year prior to your appointment to the Council, and
- **Voter Registration Requirement:** Must be a registered voter in Island County, City of Oak Harbor.

Please note that:

- Once a Council Member application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Oak Harbor's website as part of the Council's meeting packet the week of the initial interview.
- If you are appointed to the vacant position by a majority vote of the City Council, your term will expire on the date that the 2017 General Election is certified.
- If appointed, you will be required by State law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov)

City Council Duties and Compensation

The Oak Harbor City Council is the legislative authority of the City of Oak Harbor. The City operates under a Mayor – Council form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Council Member will likely involve an average minimum commitment of 18 – 20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council Member duties include, but are not limited to:

- Attendance is required at regular City Council meetings which are held on the first and third Tuesday evenings of each month with the exception of one meeting per month in July and August on the first Tuesday of these two months. Meetings begin at 6:00 p.m. and can run to 9:00 p.m. and occasionally later. From time to time, the Council or Mayor may call special Council meetings to handle City business. Attendance is also required at Council retreats.
- Council Members are expected to attend Monthly Workshop meetings as well, which have been held on the fourth Wednesday of every month. During the months of November and December, they meet on the third Wednesday of the month to accommodate the holidays. Council Members are also expected to serve on regional boards and commissions, and to represent the City Council at various community functions. These meetings and functions can occur before or during business hours, but may also occur during the evening or weekend.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Oak Harbor is a member. Council Members may also, at their discretion travel and attend training, education, and/or participate in other organizations at the local, regional, State, or in some instances, the national level. Travel, education, and training expenses for local, regional, State, and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council Member and for the City Council as a whole.

The monthly Council Member salary as of January 1, 2016 is $618.00 per month plus benefits for the Member only.

Interview Questions – January 19, 2016

Each candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?

2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?

3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks and open space, etc.)

4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name Jes Walker-Wyse

Residence Address 1756 SW Putnam Drive, Oak Harbor, WA 98277

Mailing Address
(If different)

Home Phone _____ Cell Phone 760-912-3880 Other 360-679-0100

E-mail Address jwalkerwyse@gmail.com

Are you registered to vote within Island County, City of Oak Harbor? Yes

Date of Residency within Oak Harbor City Limits 1999-2004 & 05-23-11 to Present

Have you continuously lived in Oak Harbor City Limits since the Start date above? Yes

Do you meet the Residency Requirements? Yes

Résumé

Experience

Provide the following information for each corresponding labeled section:
a) Name of Institution,
b) Address of Institution,
c) Dates of service and job function(s)

1. a) **Peoples Bank**
   b) 275 SE Pioneer Way, Suite 1 Oak Harbor, WA 98277
   c) 2008-Present Branch Manager; Assistant Branch Manager, Business Services Representative
2. a) **City of Oak Harbor**
   b) 865 SE Barrington Drive, Oak Harbor, WA 98277
   c) 2012-2013 Finance Office Manager-Utilities Division
3. a) **Skagit State Bank**
   b) 301 E Fairhaven, Burlington, WA 98233

c)	2005-2008 Teller, Internal Auditor, Business Services Representative
4. a)	**Wal-Mart**
b)	1250 SE Erie Street, Oak Harbor, WA 98277
c)	2003-2005 Assistant Store Manager
5. a)	**Perfumania**
b)	1 Mills Circle, Suite 100, Ontario, CA 91764
c)	2001-2003 Assistant Store Manager
6. a)	**United State Navy**
b)	NAS Whidbey Island
c)	1999-2001 Yeoman Seaman

Education

Provide the following information for each corresponding labeled section:
a) Name of Institution and location
b) Degree earned, or describe subjects studied
c) Dates of attendance, or year of completion

1. a)	**Skagit Valley Community College, Mount Vernon, WA 98273**
b)	Associates of Arts Transfer Degree
c)	2006

Related Skills

1. **Management and Leadership**
   I have had an opportunity to work for several organizations in a leadership role. I started my career with each employer in an entry level position and was quickly recognized for my leadership, dedication to performance, and ability to motivate those around me. I thrive on teaching others new skills and preparing them for the next level of success. I have been fortunate enough to attend various leadership workshops and seminars, learning different leadership styles, new approaches to staff development and management concepts. This expansive training over the course of my 15 years in business allows me to use various approaches in adapting my leadership style to those I am serving.

2. **Fiscal Conservatism**
   I practice fiscal conservatism both professionally and personally. As a manger overseeing the operations of my branch, I implemented an energy conservation challenge to our employees, significantly reducing our energy costs over the course of the year. I truly enjoy the annual budget process, and I keep a close eye on line items within the branch budget. I am constantly looking for ways to reduce expenses, and I research creative ways to generate additional income. Founding a non-profit was an important vision of mine, and in our first year we successfully managed our budget to deliver substantial scholarships to our participants. Personally, my husband and I work diligently to save and invest while providing our children opportunities to pursue educational goals and athletic opportunities.

3. **Strong interpersonal skills**
I recently read an article that defined the top ten qualities needed to have strong interpersonal skills: verbal and non-verbal communication, listening, questioning, manners, problem solving, social awareness, self-management, responsibility and accountability, and assertiveness. I use each of these interpersonal skills daily to interact with staff, clients, executives, family members, business leaders, peers, and my children. I am always working to improve these skills, and I solicit feedback from others to help me strengthen them. I do my best to set an example for those around me when it comes to communication. One of the areas I believe I best use this skill set is when delivering less-than-ideal news to a customer or employee. If we can both depart that interaction feeling heard, understood and respected, then I have successfully delivered the information. It is not uncommon for a customer or employee to thank me afterwards for the way I handled this type of interaction, and that gives me great satisfaction. I am not confrontational by nature, but I always embrace the challenge of delivering difficult news, confident that my positive attitude, empathy and interpersonal skills will provide the needed ingredients for a successful outcome.

Selected Accomplishments

1. Founding my own 501(c)3, Pageant Wyse, and organizing the first Miss Oak Harbor Scholarship Pageant

2. Ragnar Relay 2015; as an avid runner, this was the most grueling race I have ever participated in—200ish miles with 12 individuals, some of them strangers, over two days

3. Raising three amazing boys while continuing a successful professional career and critical involvement in my community

4. Graduating top three in my naval class

5. Taking to heart life's lessons and using that knowledge to become the person I am today

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. Why are you interested in serving as an Oak Harbor City Council Member?
Two years ago, I had an opportunity to work in the City of Oak Harbor's finance department, where I learned a great deal about the management, organization, and fiscal policies related to our city. As planning commissioner, I have truly enjoyed learning more about the process and structure of each advisory board and the decisions they have input on. I enjoy working with my fellow planning commissioners to discuss agenda items and work toward a common goal. I find great value in continuing my work with the City, and a seat on City Council feels like a natural progression to me: from city employee to planning

commissioner to council member. City Council makes significant decisions that impact the community my children live in, and I want to be a part of that process. While I appreciate the opportunity to serve as planning commissioner and am happy to continue in that role if not appointed, I have a sincere desire to be more involved. I believe that my interests, business acumen and personal qualities are well-matched for the job.

2. **What strength would you bring to the Council?**
   I feel the greatest strengths I have to offer are a broad perspective, a consistent and realistic approach to difficult business decisions, and a servant-leadership character. As a business leader, military spouse, veteran and mother, my interests and hopes for the community are wide-ranging. I value all and identify with many different segments of our community, which would allow me to share additional insight and to consider the impact of decisions and the benefit to each unique demographic. When it comes to business principals, the values that guide my ability to make sound decisions include considering benefits for the greater good and using an approach that is firm, fair and consistent. Servant leadership is one my most important philosophies. I learned the value of servant leadership as a young sailor, and this approach to teamwork has served me my entire business career. I believe my consistent exhibition of servant leadership would be valuable, as council members have an opportunity to serve and represent our community simultaneously.

3. **What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**
   We know that there will be an increase to our population over the next three years with new squadrons and their families arriving to NAS Whidbey. In order to prepare for that growth, we need to continue to evaluate housing, schools, resources, traffic, service facilities and economic opportunities to meet the demands of our ever-increasing population. When it comes to evaluating key areas, healthy partnerships are critical with the Navy, Island County, the school district and area hospitals. I believe it is important to educate and look at incentives for resource conservation including water and land conservation. To be proactive in the education of the community will help us stay ahead of any unexpected depletions in these resources. Population growth and economic development, which I feel is another priority, go hand in hand. We will need to foster jobs for the families relocating here, so that we can support our own infrastructure. I am aware many of these discussions are already occurring, and while I don’t have a solution to present at this moment, it is a topic I follow closely and continue to become more educated about.

   As I mentioned above, I believe the second priority is economic development. I believe the hiring of a dedicated Economic Development Officer is a step towards progress. As this is an area of focus in my current field of work, I look forward to the opportunity to review the strategic plan that is in place and to understand how we, as a city, approach business development and attract new businesses to the area. I am interested in finding progressive business opportunities and in hearing from property owners with vacant buildings to better understand the challenges they have in finding occupants. The same successful partnerships will be required to address this issue as is with our population growth. I believe it is important for Oak Harbor—the largest city on Whidbey Island serving the most diverse population—to become the destination for new businesses that attract the entire population of Whidbey Island for dining, shopping, and recreation.

   I believe a priority should always include keeping the public and their interests at heart. It is

so valuable to me as a Planning Commissioner when the public comes to take advantage of the public comment period. Engaging the public, keeping them informed and maintaining transparency are all very important. One of the ways we can continue to improve in this area is by constantly looking for ways to connect to all generations within our community, such as conveying important information in a variety of ways: in person, through the mail, over the phone, electronically and through a range of medias (social and print). The Clean Water Facility updates are a great example of this type of outreach. Our newest voters are connecting with audiences in a much different way, making it imperative to utilize and consider technology that will make it easier for them to get information and provide feedback, while sparking their interest in the activities of the community.

4. **Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.**

Planning Commissioner—City of Oak Harbor
Investment Policy Committee—City of Oak Harbor
Greater Oak Harbor Chamber of Commerce—Executive Board; Secretary
Cub Scout Pack 4098—Treasurer
Pageant Wyse—Director
Mid-Day Rotary Club of Oak Harbor—Programs Coordinator
Oak Harbor Music Festival
Downtown Merchant Association—Executive Board; Secretary

I am passionate about community involvement. To me, involvement in one's community can be completed either by service within various organizations, participation in existing community events or activities, or by creating something that will serve the community. Through each of these roles, I am fulfilling my calling to serve, participate and create something for the greater good of my community. I have been asked to serve within some of these groups, and other opportunities I have sought out myself. Each of these activities has provided me with important experiences that have allowed me to hone the skills that make me the perfect candidate for Council, and as I continue to work with these groups, they provide an opportunity to interact with a variety of demographics. Additionally, my work with each group has helped me understand the value of transparency and due diligence; I see the value in processes, policies, and procedures that govern organizations. Finally, I truly enjoy the structure and the formality that government operates within, and I am excited about the prospect of joining the institution of city government as a council member.

5. **What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?**

During this appointed term, my greatest accomplishment would be to learn and contribute. I look forward to learning more about the issues facing our city and positively contributing to the decisions that address the needs and desires of our community. I also look forward to better understanding how I can best represent my specific demographic.

6. **What is your vision for our City and community?**

In order to share my vision with you, I would like to share first how I came to Oak Harbor. When I graduated A school as a Yeoman for the Navy, I was top three in my class and had the opportunity to pick orders anywhere in the world. I felt as though I would best serve my country by opting out of that choice and going "needs of the Navy." My detailer chose my

orders based on billets that were in demand, and I was stationed to beautiful NAS Whidbey. It is here that I met and married my husband, it is here that I began my career, it is here that we choose to raise our family; Oak Harbor is home. My vision for Oak Harbor is for this city to always be the best place to raise a family and to retire. I want Oak Harbor to always be a place my children find engaging and a city in which they choose to work and where they want to raise their own families. I want my aging family members to experience an unmatched quality of life. My vision for the city is much like the updated vision created by Planning Commission this year, with an emphasis on the way my children will perceive Oak Harbor over the next 20 years—in the hopes that my grandchildren will be easily accessible.

7. **Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.**
   N/A

8. **Do you hold any other elected public office? If yes, please describe the offices held.**
   N/A

9. **Is there anything else that you may wish to add that would help us get to know you a little better?**
   I have had a wonderful and successful life to date, but I am a work in progress and am always looking for the next profound accomplishment. I did graduate with an AA six months after having my first child; now I look forward to pursuing a four-year degree. I have maintained my passion for running throughout my life and have completed three half marathons; now I look forward to completing my first full marathon. I have been married for ten years and am a devoted wife and mother; I look forward to a long marriage and to raising successful, healthy, respectful young men who will use their talents for the betterment of a cause they find worthy. At just 17 years old, I chose to serve my country and join the Navy. I value that experience and have applied what I learned there in my civilian life. I have been on many boards and have volunteered hundreds of hours serving my community in many capacities. I have spent 14 years honing my skills as a manager and am very good at understanding those I work with and expressing my opinion in a clear, non-threatening way. With all my past experience as well as my desire to continue to challenge myself, I am well prepared to sit on the Oak Harbor City Council and to pour myself into that job. I would love the opportunity to do so.

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharbor.org

Received 1/02/2016
Clerk's Office

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name Aaron Lee Taggert

Residence Address 1325 NE 6th Ave, Oak Harbor, WA 98277

Mailing Address
(If different)

Home Phone _____ Cell Phone (916) 913-3424 Other _____

E-mail Address Aaron.Taggert@hermetas.com

Are you registered to vote within Island County, City of Oak Harbor? Yes

Date of Residency within Oak Harbor City Limits August 18th 2014

Have you continuously lived in Oak Harbor City Limits since the Start date above? Yes

Do you meet the Residency Requirements? Yes

Résumé

Experience

Provide the following information for each corresponding labeled section:
a) Name of Institution,
b) Address of Institution,
c) Dates of service and job function(s)

1. a) Cerro Coso Community College
   b) 3000 College Drive, Ridgecrest, CA 93555
   c) Compliance with District Policy, Open Meetings Laws, student governance 2010-2012

2. a) California State Association of Parliamentarians
   b) http://ca-parliamentarian.org/

c) 2013-current, Organize Media and Communications, Conferences, Engagement

3. a) Lone Pine Economic Development Committee
b) 131 N Main St, Lone Pine, CA 93545 2006-2008
c) Director for Non-Profit Economic Development Org that controlled a 50 unit apt compl

4. a) Splash Magazine
b) International- Based in Hollywood
c) CIO for very large online magazine (http://www.lasplash.com/) 2008-2010

5. a) Hermetas
b) 1455 NW Leary Way, Suite 400, Seattle WA 98107 2011-Current
c) CEO Non-Profit focused on parliamentary procedure and leadership for students

6. a)
b)
c)

7. a)
b)
c)

8. a)
b)
c)

Education

Provide the following information for each corresponding labeled section:
a) Name of Institution and location
b) Degree earned, or describe subjects studied
c) Dates of attendance, or year of completion

1. a) Cerro Coso Community College
b) Computer Science (Emphasis in Network and Data Security)
c) 2010-2012

2. a)
b)
c)

3. a)
b)
c)

4. a)
   b)
   c)

5. a)
   b)
   c)

Related Skills

1. IT, Networking,

2. Parliamentary Skills, Member of the National Association of Parliamentarians
   I serve on the executive board of the California Association of Parliamentarians

3.

Selected Accomplishments

1. Rewrote Governing Documents for my Student Government
   Those documents are now a template used by SG's throughout the State of CA

2. Increased state wide membership of the California State Association of Parliamentarians
   by 20% in one day.

3. Co-Founded Hermetas which lead to a record breaking internal audit of a college district.

4.

5.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. **Why are you interested in serving as an Oak Harbor City Council Member?**

Since moving here I have fallen in love with Oak Harbor. I want to make it my forever home. Serving on the City Council would be my way of giving back. I have a diverse set of skills that will benefit the city as a whole. I love meetings and proper process. I have a passion for building a better now and being the change I wish to see in the world.

2. **What strength would you bring to the Council?**

I have expert level technical and procedural skills. Law is a hobby of mine (my grandmother was a paralegal for a local law firm. I have been involved with many non-profits that interact with governmental agencies. I have the drive and compassion for the work.

3. **What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**

1. Like most cities Oak Harbor needs to transform into the new century. There are many new and unknown obstacles waiting. An example would be 'net neutrality'. Laws regarding net neutrality can be impossible to implement and very confusing. I would like to look into revenue generating, city wide WiFi similar to the program in New York City.
2. I have been very impressed with the City's Emergency Response Services. I want to maintain our current levels of preparedness and add city wide drills similar to what I participated in while in Boy Scouts.
3. Children are our future. I have seen what drugs and boredom can do. I will encourage programs that engage our children especially those that instill Civic Pride.

4. **Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.**

I attended so many city council meetings while in Boy Scouts that I was counted during roll call. I was a director of a low income housing complex that was funded by the department of agriculture which required navigating their bureaucracy as well as grant

requirements.
I was an active Boy Scout throughout my teenage years. I have volunteered for many charities and non-profits.
I facilitated the expansion of Internet into rural areas bringing together non-profit and for-profit organizations.

5. **What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?**

I do not necessarily have a specific goal. I want Oak Harbor to remain the City I fell in love with and help bring it into the future.

6. **What is your vision for our City and community?**

A Safe, Clean, and Efficient city with a happy, engaged citizenry.

7. **Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.**

Not Applicable

8. **Do you hold any other elected public office? If yes, please describe the offices held.**

Not Applicable

9. **Is there anything else that you may wish to add that would help us get to know you a little better?**

I have a passion for the process. Let us work together to achieve the best we can. I look forward to having the honor to serve. Being self-employed I have the ability to meet the time demands of the position.

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharbor.org

Received 1/03/2016
Clerk's Office

City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277
Phone: (360)279-4500
Fax: (360)279-4507

Application for Appointment to City of Oak Harbor City Council Position No. 4

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

The timeline for filling the Council vacancy is as follows:

January 4, 2016	Applications are due to the City Clerk by 4:30 p.m.
January 12, 2016	Review applications and create a shortlist (Special Meeting)
January 19, 2016	Interview the short-listed applicants and select the new Council Member (Regular Meeting)

To be considered, your application must be completed and received by the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 no later than **4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted. Mailing post-marked applications will also not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

- Please submit the completed application, beginning on page 4.
- May be submitted in hard copy or electronic form

For further information, please contact:
Anna Thompson, City Clerk at (360)279-4539, or athompson@oakharbor.org

Dr. Merriman, City Administrator, at (360)279-4531, or dmerriman@oakharbor.org

The application packet should be submitted to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharborg.org

Council Member Eligibility, Requirements, and Public Disclosure

To be eligible to be appointed to the Oak Harbor City Council, you:

- **Residency Requirement:** Must have continuously resided within Oak Harbor's city limits for a minimum of one (1) year prior to your appointment to the Council, and
- **Voter Registration Requirement:** Must be a registered voter in Island County, City of Oak Harbor.

Please note that:

- Once a Council Member application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Oak Harbor's website as part of the Council's meeting packet the week of the initial interview.
- If you are appointed to the vacant position by a majority vote of the City Council, your term will expire on the date that the 2017 General Election is certified.
- If appointed, you will be required by State law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov)

City Council Duties and Compensation

The Oak Harbor City Council is the legislative authority of the City of Oak Harbor. The City operates under a Mayor – Council form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Council Member will likely involve an average minimum commitment of 18 – 20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council Member duties include, but are not limited to:

- Attendance is required at regular City Council meetings which are held on the first and third Tuesday evenings of each month with the exception of one meeting per month in July and August on the first Tuesday of these two months. Meetings begin at 6:00 p.m. and can run to 9:00 p.m. and occasionally later. From time to time, the Council or Mayor may call special Council meetings to handle City business. Attendance is also required at Council retreats.
- Council Members are expected to attend Monthly Workshop meetings as well, which have been held on the fourth Wednesday of every month. During the months of November and December, they meet on the third Wednesday of the month to accommodate the holidays. Council Members are also expected to serve on regional boards and commissions, and to represent the City Council at various community functions. These meetings and functions can occur before or during business hours, but may also occur during the evening or weekend.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Oak Harbor is a member. Council Members may also, at their discretion travel and attend training, education, and/or participate in other organizations at the local, regional, State, or in some instances, the national level. Travel, education, and training expenses for local, regional, State, and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council Member and for the City Council as a whole.

The monthly Council Member salary as of January 1, 2016 is $618.00 per month plus benefits for the Member only.

Interview Questions – January 19, 2016

Each candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?

2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?

3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks and open space, etc.)

4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name William A. "Skip" Pohtilla

Residence Address 1090 SE Hathaway Street, Oak Harbor, WA 98277

Mailing Address
(If different)

Home Phone 360 675-0880 Cell Phone 360 969-2002 Other

E-mail Address skip@pohtilla.com

Are you registered to vote within Island County, City of Oak Harbor? Yes

Date of Residency within Oak Harbor City Limits June 1998

Have you continuously lived in Oak Harbor City Limits since the Start date above? Yes

Do you meet the Residency Requirements? Yes

Résumé

Experience

Provide the following information for each corresponding labeled section:
a) Name of Institution,
b) Address of Institution,
c) Dates of service and job function(s)

1. a) Island Property Management
   b) 40 N. Midway Blvd. Ste. 101, Oak Harbor, WA 98277
   c) 2003 – 2007 Project Coordinator; Manager, Silver Lake Water Co; Code, compliance and quality control Inspections on new construction; collections; prepared and submitted permit and land use applications; and wide variety of functions to assist in management of properties and the owner land developer.

2. a) Island Property Management

b) 40 N. Midway Blvd. Ste. 101, Oak Harbor, WA 98277

c) 1998 – 2001 Operations Director/ Project Coordinator – Managed Commercial and residential property management and maintenance divisions of company; customer relations; special project coordination; performed inspections of new construction; and a wide variety of other tasks or functions to assist the owner/developer in the operation, management, maintenance, acquisition and sale of properties.

3. a) Olympia Park Hotel

b) 1895 Sidewinder Dr, Park City, UT 84060

c) Night Manager/Auditor – Night Manager responsible for all activities of running a 300 room and 50 condo resort hotel. Guest check in and out; guest relations; balanced accounts and ran audit of each day's activity; performed back-up of computer system; trained 5 other auditors and night desk personnel; stream-lined audit by developing and using Excel spreadsheet and computerized audit; designed/modified training for audit and front desk personnel; and all other functions required to operate a resort hotel.

4. a) Park City Ski Area

b) Park City, UT 84060

c) 1996 – 1997 Group Lesson Sales – Sold group ski lessons and lift tickets. Conducted guest surveys. Handled cash and credit card transactions.

5. a) Bad Ass Coffee Company

b) 651 Park Ave, Park City, UT 84060

c) Jan 1996 – Aug 1996 Manager. Coordinated all aspects of operation of coffee/retail shop. Hired, fired personnel, managed training, conducted inventory, oversaw and audited sales and daily deposits and improved sale of merchandise.

6. a) Park City Transit

b) P.O. Box 1480, Park City, UT 84060

c) Sep 1995 – Jan 1996 Bus Driver/ Guest Relations. Drove bus on various routes in resort town. Inspected bus prior to use, cleaned bus after use and drove routes to meet times set for each route. Needed acute knowledge of community and area in order to serve guests/ridership.

7. a) U.S. Navy

b) Various locations – VA-115 in Atsugi Air Base and USS Midway in Yokosuka, Japan; Naval Station Subic Bay Republic of Philippines; USS Midway in Yokosuka, Japan; NAS Corpus Christi, TX; VA-145 NAS Whidbey Island, Oak Harbor, WA; COMSTRIKEFORSOUTH (NATO) Napoli, Italy.

c) Mar 1995 – Oct 1994 Navy Officer and Bombardier/Navigator in A-6E aircraft. Held numerous positions with a wide and varied range of responsibilities and tasks. Some titles included: NATO Executive Staff Air Operations and Plans Manager and NATO Nuclear Weapons Consultant and Procedures Inspector, Naples, IT; Department Head Safety and Administration and Personnel Departments, Air Wing Mission Commander/ Flight Leader, Security Manager, Assistant Maintenance Officer/Manager, Director, and Quality Assurance Division VA-145 NAS Whidbey Island; Department Head Training Department in charge of 1/3 of ground school and synthetic flight training for Navy Student Pilots, Classroom instructor, Budget and Logistics Manager, Automated

Data Processing Coordinator, Manager Photographic and Audio/Visual Department, and Emergency Shelter Manager NAS Corpus Christi, TX; Manager, Aircraft Landing Equipment and Flight deck Filming Equipment Divisions, USS Midway, Yokosuka, Japan; Executive Staff Maritime Operations and Plans Manager/Assistant Director Physical Security Naval Station Subic Bay, Republic of the Philippines; Maintenance Branch Officer, Personnel Officer and Educations Services Officer VA-115, USS Midway, Yokosuka, Japan.

8. a)
   b)
   c)

Education

Provide the following information for each corresponding labeled section:
a) Name of Institution and location
b) Degree earned, or describe subjects studied
c) Dates of attendance, or year of completion

1. a) Naval Post-Graduate School, Monterey, CA
   b) Certificate of Completion, Aviation Safety Programs and Accident Investigation
   c) March/April 1989

2. a) Webster University, Corpus Christi, TX Branch – Main campus in St Louis, MO
   b) Master of Arts, Management
   c) Graduated October 1985

3. a) Gustavus Adolphus College, St. Peter, MN
   b) BA, Economics/Business
   c) Graduated January 1975

4. a) Wayzata Senior High School, Wayzata, MN
   b) High School Diploma
   c) Graduated June 1970

5. a)
   b)
   c)

Related Skills

1. Leadership and management skills
   Contract management
   Property management

2. Code interpretation and inspections
Managed a water company
International negotiations

3. Program management
Problem Solving
Security, safety and administrative program development/management
A wide range of other skills and capabilities.

Selected Accomplishments

1. Facilitated the “Team Management” approach to coordinate the activities of 10 personnel in the management, maintenance, and operation of 42 commercial and residential properties. Reassigned responsibilities to streamline operations and reduce areas of redundancy.

2. Manage a water company serving 191 connections with 3 wells and covering an area of 2.87 sq. miles. Conducted inspection of installations of all new water main extensions and service connections to ensure they complied with the Company’s construction specifications and applicable WA DOH regulations.

3. Owner’s representative for a major repair of a seawall along the Puget Sound seashore. Reviewed plans, prepared permit applications and worked with City, State and US Government agencies to complete the process. Provided on-site inspections and problem solving recommendations to facilitate installation of the vinyl sheet pile wall and ensured all safety measures were being followed.

4. Set up and managed a 500 man camp for care of Vietnamese "Boat People" awaiting transfer from U.S. Navy ships to the United Nations camps in Manila. Coordinated and recruited interpreters, arranged transportation, relief supplies and diplomatic clearance to transfer "Boat People" from rescue vessels to the U.N. camps. Produced comprehensive instruction and procedures to follow during and after rescue of "Boat People". This reduced the transfer time from 2-3 days to less than10 hours following arrival in port.

5. Planned and coordinated tactical employment and training exercises for multi-national aircraft units and aircraft carrier battle groups. Negotiated with multi-national representatives for use of airspace and training facilities in politically sensitive areas. Prepared operational and training instructions and evaluated and initiated procedures that improved effectiveness of complex joint coordinated air operations.
There are many other accomplishments, some of which are on the attached resume.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. **Why are you interested in serving as an Oak Harbor City Council Member?**

I am interested in helping shape the future of our community, ensuring our citizen's concerns and a desires continue to be heard and that the close working relationship with the Navy is strengthened. We have a wonderful "gem" of a community and we need solid leadership to make informed decisions to help make Oak Harbor a destination community and I desire to be a part of that team as member of the Oak Harbor City Council.

2. **What strength would you bring to the Council?**

I have a broad range of experience, talents and capabilities that I bring to the table. I make informed decisions and am a proven problem solver. I am personable, a good listener, and easy to approach regardless of the subject matter at hand and will research the issues to ascertain the best path to follow. I also strive to be the best at what ever I undertake and will endeavor to provide sound, informed and honest/ethical leadership.

3. **What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**

1. Currently the most pressing issue is the new wastewater treatment facility that is being built. For this many decisions have been made however, we need to continue to strive to keep costs down and find additional ways of easing the financial burden on our citizens. For this issue we have a very competent staff in each of the Engineering, Finance, and Administrative departments. We need to continue to ask that they look into all avenues for being reducing costs, finding sources of funding and ensuring the project stays at or below projected construction costs.
2. Next we need to ensure our infrastructure is well maintained. This includes but is not limited to our streets, sidewalks, parks, buildings and the many other assets that our City owns and cares for. We cannot expect to be a destination community if our infrastructure is allowed to not be properly cared for.
3. Finally, ensuring our Police and Fire Departments continue to have our support and that the leadership is provided with the necessary tools and funding in order to meet their ever growing demands.

4. **Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.**

For the past 14 years have been involved with the North Whidbey Community Harvest (Free Thanksgiving dinner at Elks), President of the organization for past two years. This

event has built a true sense of community. Current member of the Oak Harbor Arts Commission, Chair for the past two years. The commission helps to bring art to the City of Oak Harbor by making recommendations to the City Council for use of the funds provided. Though not a sitting member have attended most of the Parks Board meetings and contributed at many of them. This involvement helps keep me informed of what is happening within our Parks and much of the City. Have been member of the Pig-Fest organizing board since it was started. Involvement in this event keeps me involved in the community and work to keep various portions of our community active through donations of time, materials or money to help support it. Member of the Oak Harbor Area Council, Navy League, and on their executive Board of Directors and Editor of their newsletter. The Navy League is actively involved in supporting the U.S. Navy and all sea services. The Navy League works to ensure the Navy and civilian communities have a good relationship. Have been involved in many of the activities sponsored by the Navy League such as participation in parades, squadron home-comings, the Military Appreciation picnic, Veterans Day program and the many other events and activities of this organization. Have been actively involved in helping with Driftwood Day, a free event sponsored by the Oak Harbor Arts Commission. Participation in the event was before I was on the Arts Commission and since it's inception. Member of the organizing committee for the St Patrick's Day parade and activities.

5. **What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?**

I do not have any agendas for running other than helping to make Oak Harbor the best community in which to raise a family, to increase tourism, and transform Oak Harbor into a destination community. We have a great staff to work with and the citizens of Oak Harbor do care about our community. As such, I would hope to be able to address the various issues that are presented and make the best possible, informed decision on each.

6. **What is your vision for our City and community?**

Oak Harbor is a beautiful City with an exceptional waterfront. We need to find ways to incorporate the waterfront and it make a more active and vibrant environment. We also need to attract more and varied businesses to come to Oak Harbor to help give visitors a reason to come and stay with us. Some plans have been discussed with regard to reestablishing or renovating "Windjammer Park" once the wastewater treatment facility is complete. I am very interested in being involved, as a member of the City Counsel, and look forward to helping to revitalize our waterfront park and City. We have many of the pieces in place to make Oak Harbor a destination City, we just need to tie them all together and "dress them up" to make our dream a reality.

7. **Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.**

No

8. Do you hold any other elected public office? If yes, please describe the offices held.

No

9. Is there anything else that you may wish to add that would help us get to know you a little better?

When selected I will research the issues and work collaboratively with city staff, citizens, the other members of the City Council and the Mayor to find common sense solutions to new and existing challenges. As a City official my allegiance is to the citizens of Oak Harbor and it is my duty and commitment to study the issues and make solid, rational decisions that are in the best interest of Oak Harbor, our community and the citizens we serve.

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharbor.org

WILLIAM A. POHTILLA

1090 SE Hathaway Street
Oak Harbor, WA 98277
Ph: (360) 675-0880 ♦ E-mail: skip@pohtilla.com

ACCOMPLISHMENTS

- Performed code compliance inspections of commercial and residential construction projects. Provided construction crews with advice regarding code issues. Inspections reduced the number of code issues written up by 95%.
- Owner's representative for a major repair of a seawall along the Puget Sound seashore. Reviewed plans, prepared permit applications and worked with City, State and US Government agencies to complete the process. Provided on-site inspections and problem solving recommendations to facilitate installation of the vinyl sheet pile wall and ensured all safety measures were being followed.
- Orchestrated sale of four (4) apartment complexes that were in the USDA RD tax credit low income housing programs. This required researching the applicable Government directives and working closely with USDA-RD officials, partners and Buyers.
- Manage a water company serving 191 connections with 3 wells and covering an area of 2.87 sq miles. Conducted inspection of installations of all new water main extensions and service connections to ensure they complied with the Company's construction specifications and applicable WA DOH regulations.
- Owner's representative for a major renovation of the Manresa Castle in Port Townsend, WA. Saved roughly $20,000.00 by reviewing invoices and working with the contractors.
- Facilitated the "Team Management" approach to coordinate the activities of 10 personnel in the management, maintenance, and operation of 42 commercial and residential properties. Reassigned responsibilities to streamline operations and reduce areas of redundancy.
- Implemented procedures to track tenants that were in arrears on payment of rent, taxes, utilities and maintenance cost. The balance outstanding was reduced by 67% with the remainder being collected through payment plans.
- Reviewed the cost coding used for tracking income and expenses and to bill out expenses. Reduced the number of cost codes used and established clear guidelines identifying when to use each code. This standardized the coding of each expense and eliminated areas of ambiguity and confusion.
- Developed spreadsheets to handle the functions and calculations being performed by hand. This included calculation of suite and building area, tracking of property expenses, and refined the spreadsheets used for account billing and line item expenses for each commercial tenant.
- Prepared Power Point presentations for Owner/Developer.
- Was designated to handle the most difficult tenant relation situations and interactions with various governmental agencies.
- Worked closely with new tenants to design and build their new suites or buildings. Ensured contractor compliance and quality control in the construction process and billing of costs.
- Administered Instructor and synthetic flight trainer maintenance contracts providing 95% equipment availability during a major building renovation. Identified potential shortfalls and initiated actions to correct critical parts acquisition procedures that ensured high availability with no loss of training to student aviators.
- Performed daily back up of AS/400 computer and provided initial troubleshooting of problems.
- Identified need and implemented use of MS Excel to prepare and print audit reports, which increased accuracy and significantly reduced audit and report preparation time.
- Streamlined the daily audit process, eliminated unnecessary steps, ensured only required reports were prepared and developed a checklist and training plan that reduced the time to train new audit personnel.
- Managed operation of coffee/retail shop. Hired, trained and supervised 10 employees. Procedures I established eliminated losses previously incurred and increased sales.
- Executive consultant to Battle Group Commanders and other senior executives, both U.S. and Allied, providing advice on NATO policies, procedures, and regional combat capabilities during multi-national operations. This raised awareness of capabilities and inter-operability with allied NATO armed forces.
- Planned and coordinated tactical employment and training exercises for multi-national aircraft units and aircraft carrier battle groups. Negotiated with multi-national representatives for use of airspace and

training facilities in politically sensitive areas. Prepared operational and training instructions and evaluated and initiated procedures that improved effectiveness of complex joint coordinated air operations.

- Developed, coordinated, and implemented comprehensive safety program that resulted in -0- mishaps and no major injuries. Identified, researched and initiated corrective actions for three major safety hazards affecting all aircraft carrier aviators. Provided safety and shipboard maintenance training, which resulted in highest inspection score (99.2%) achieved by any Pacific Fleet Aviation Squadron.
- Flight leader of multiple aircraft coordinated missions. Cited for meticulous attention to detail in planning, mission briefings and execution. Selected to research, plan, author, and brief military contingency plans.
- Revised procedures to receive, route, store, and handle classified materials. Resulted in grades of outstanding from the security inspection teams.
- Developed and implemented improved Quality Assurance Audit and Monitoring systems for validating critical maintenance actions. Programs improved availability and reduced the down time for each aircraft.
- Set up and managed a 500 man camp for care of Vietnamese "Boat People" awaiting transfer from U.S. Navy ships to the United Nations camps in Manila. Coordinated and recruited interpreters, arranged transportation, relief supplies and diplomatic clearance to transfer "Boat People" from rescue vessels to the U.N. camps. Produced comprehensive instruction and procedures to follow during and after rescue of "Boat People". This reduced the transfer time from 2-3 days to less than10 hours following arrival in port.

EXPERIENCE

2003 – 2007	Project Coordinator, Island Property Management, Oak Harbor, WA
2001 – 2003	Self-employed, House Renovation/Restoration, Oak Harbor, WA
1998-2001	Operations Director/Project Coordinator, Island Property Management, Oak Harbor, WA
1996-1998	Night Manager/Auditor, Olympia Park Hotel, Park City, UT
1996-1997	Group Lesson Sales, Park City Ski Area, Park City, UT
1996	Manager, Bad Ass Coffee Company, Park City, UT
1995	Guest Relations/Driver, Park City Transit, Park City, UT
1994-1995	Self-employed, House Renovation/Restoration, Oak Harbor, WA
1975-1994	U.S. Navy, Officer and Bombardier/Navigator - NATO Executive Staff Air Operations and Plans Manager and Nuclear Weapons Consultant, Naples, Italy. Director, Safety Department/Security Manager/Air Wing Mission Commander/Director, Administration and Personnel Departments/ Assistant Maintenance Manager/Director, Quality Assurance Division, VA-145, NAS Whidbey Island, WA. Director, Training Department/Budget and Logistics Manager/Automated Data Processing Coordinator, NAS Corpus Christi, TX. Manager, Aircraft Landing Equipment and Flight Deck Operations Filming Equipment Divisions, USS Midway, Yokosuka, Japan. Executive Staff Maritime Operations and Plans Manager/Assistant Director, Physical Security, Subic Bay, Republic of the Philippines. Maintenance Branch Officer and Personnel Manager, Yokosuka, Japan. Student Naval Flight Officer, NAS Whidbey Island, WA and NAS Pensacola FL.

EDUCATION AND PROFESSIONAL TRAINING

- M. A., Management, (GPA 3.75), Webster University, St. Louis, MO 1985
- B. A., Economics/Business, Gustavus Adolphus College, St. Peter, MN 1975
- Human Resources Development Seminar, Whidbey Island, WA 1988
- Academic Instructors Training Course, Pensacola, FL 1986
- Aviation Safety Officer/Accident Investigation curricula, Naval Post Graduate School, Monterey, CA, Certificate of Completion (GPA 3.75) 1988
- Naval Flight Officer Training, Pensacola, FL 1975

ADDITIONAL SKILLS AND EXPERIENCE

- Lived more than 12 years in the Far East and Europe, extensive international travel experience and knowledge of working within other cultures.
- Working Knowledge of Computers - Windows/95/98/ME/XP, MS Office 2003/2007 suite Word/excel/ Power Point/Outlook, WordPerfect, and use of the Internet and various hardware requirements.
- Enjoy working with and managing personnel from a wide range of economic and cultural backgrounds.

Received 1/04/2016
Clerk's Office

City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277
Phone: (360)279-4500
Fax: (360)279-4507

Application for Appointment to City of Oak Harbor City Council Position No. 4

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

The timeline for filling the Council vacancy is as follows:

January 4, 2016	Applications are due to the City Clerk by 4:30 p.m.
January 12, 2016	Review applications and create a shortlist (Special Meeting)
January 19, 2016	Interview the short-listed applicants and select the new Council Member (Regular Meeting)

To be considered, your application must be completed and received by the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 no later than **4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted. Mailing post-marked applications will also not be accepted. Additional written information after this date will not be accepted, unless requested by the City Council.

- Please submit the completed application, beginning on page 4.
- May be submitted in hard copy or electronic form

For further information, please contact:

Anna Thompson, City Clerk at (360)279-4539, or athompson@oakharbor.org

Dr. Merriman, City Administrator, at (360)279-4531, or dmerriman@oakharbor.org

The application packet should be submitted to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
Oak Harbor, WA 98277

athompson@oakharborg.org

Council Member Eligibility, Requirements, and Public Disclosure

To be eligible to be appointed to the Oak Harbor City Council, you:

- **Residency Requirement:** Must have continuously resided within Oak Harbor's city limits for a minimum of one (1) year prior to your appointment to the Council, and
- **Voter Registration Requirement:** Must be a registered voter in Island County, City of Oak Harbor.

Please note that:

- Once a Council Member application is filed with the City, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of State law, along with the answers to the supplemental questions, will be posted on the City of Oak Harbor's website as part of the Council's meeting packet the week of the initial interview.
- If you are appointed to the vacant position by a majority vote of the City Council, your term will expire on the date that the 2017 General Election is certified.
- If appointed, you will be required by State law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov)

City Council Duties and Compensation

The Oak Harbor City Council is the legislative authority of the City of Oak Harbor. The City operates under a Mayor – Council form of government. The seven-member City Council serves as the legislative body of the City. The Council is responsible for setting policy, adopting the annual budget, adopting laws, determining the services to be provided and the funding levels for those services, and appointing citizens to its advisory boards and commissions.

The duties of a City Council Member will likely involve an average minimum commitment of 18 – 20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council Member duties include, but are not limited to:

- Attendance is required at regular City Council meetings which are held on the first and third Tuesday evenings of each month with the exception of one meeting per month in July and August on the first Tuesday of these two months. Meetings begin at 6:00 p.m. and can run to 9:00 p.m. and occasionally later. From time to time, the Council or Mayor may call special Council meetings to handle City business. Attendance is also required at Council retreats.
- Council Members are expected to attend Monthly Workshop meetings as well, which have been held on the fourth Wednesday of every month. During the months of November and December, they meet on the third Wednesday of the month to accommodate the holidays. Council Members are also expected to serve on regional boards and commissions, and to represent the City Council at various community functions. These meetings and functions can occur before or during business hours, but may also occur during the evening or weekend.
- Some travel is expected locally, regionally, and/or within the State of Washington, involving various organizations of which the City of Oak Harbor is a member. Council Members may also, at their discretion travel and attend training, education, and/or participate in other organizations at the local, regional, State, or in some instances, the national level. Travel, education, and training expenses for local, regional, State, and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council Member and for the City Council as a whole.

The monthly Council Member salary as of January 1, 2016 is $618.00 per month plus benefits for the Member only.

Interview Questions – January 19, 2016

Each candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the City Council?

2. What experiences, talents or skills do you bring to the Council and community that you would like to highlight?

3. Are there any regional issues or forums in which you have a particular interest or expertise? (e.g. transportation, water supply, human services, water quality, fiscal management, solid waste, parks and open space, etc.)

4. Do you want to serve on the City Council because of a particular local issue on which you want to work or are your interests more broadly distributed?

The Council may ask additional questions of candidates during the interview.

APPLICATION FOR APPOINTMENT TO OAK HARBOR CITY COUNCIL POSITION NO. 4

Applicant Information

(Please type or print)

Applicant Name John R Morrison

Residence Address 254 SW 10th AVE Oak Harbor WA 98277

Mailing Address
(If different)

Home Phone 360-675-2482 Cell Phone 360 929 2832 Other

E-mail Address rosies3@frontier.com

Are you registered to vote within Island County, City of Oak Harbor? YES

Date of Residency within Oak Harbor City Limits January 1971

Have you continuously lived in Oak Harbor City Limits since the Start date above? YES

Do you meet the Residency Requirements? YES

Résumé

Experience

Provide the following information for each corresponding labeled section:
a) Name of Institution,
b) Address of Institution,
c) Dates of service and job function(s)

1. a) US Navy 29yrs
   b) Various locations
   c) 1961-1990

2. a) Owner of Back Door DeliPrivate Business
   b) Goldie Road
   c) 1990-1997

3. a) Various Employments

b)
c) 1997-2012

4. a) Regency Retirement
b) 1040 Kimball Dr
c) 2012-current

5. a) City of Oak Harbor
b) Chairman Comprehensive Plan Task Force
c) 1995-2000

6. a) City of Oak Harbor
b) Council Member
c) 2000-2004

7. a)
b)
c)

8. a)
b)
c)

Education

Provide the following information for each corresponding labeled section:
a) Name of Institution and location
b) Degree earned, or describe subjects studied
c) Dates of attendance, or year of completion

1. a) Chapman University
b) BA Psychology
c) 1992

2. a) Chapman University
b) MA Human Recourses Development and Training
c) 1996

3. a)
b)
c)

4. a)
b)
c)

5. a)

b)
c)

Related Skills

1.

2.

3.

Selected Accomplishments

1. Involved in Various community service organization since 1971.
Oak Harbor Jaycees, Oak Harbor Lions 23yrs, Oak Harbor Kiwanis, Whidby Island Masonic Lodge 38yrs, Oak Harbor Elks 12yrs.

2.

3.

4.

5.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Council Member for the City of Oak Harbor on the following spaces provided:

1. **Why are you interested in serving as an Oak Harbor City Council Member?**
This is my City and has been for over forty years. I have been involved in this city since arriving. I spent four years on the council and would love to serve again.

2. **What strength would you bring to the Council?**
   Solid decision making. A familiarity with issues we face in DC. The ability to work with a widely diversified variety of people and situations.

3. **What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?**
   Growth, considering the influx of the P-8
   Infrastructure , streets that need to be repaired and maintained
   Budget with the cost of the new treatment plant.

4. **Explain your current and past community involvement and/or service on City, non-profit, or public boards, committees, task forces, or commissions and how this has contributed to the Oak Harbor community. Address its relevance to the position of Oak Harbor City Council Member.**
   As stated previously I have been involved since arriving in Oak Harbor, I have also served on the Board of directors for both the Boys and Girls Clubs and the Whidbey Playhouse.

5. **What do you wish to accomplish during this appointed term as an Oak Harbor City Council Member?**
   Be a constructive member of the council, and a decision maker whose only interest is in the City of Oak Harbor.

6. **What is your vision for our City and community?**

   My vision for the City of Oak Harbor would include an economic development package that would make us more business friendly. Encourage bringing businesses to Oak Harbor that can provide products that people now travel off island to acquire. We have businesses that do not carry essentials such as clothing, shoes and etc. If we can develop this aspect, people will shop Oak Harbor. I would love to see us have the capability to at least overlay some streets, which I don't think has been done for years. With the influx of the P-8 program growth will become an issue to be worked on. This will include services and etc to support an increased population. Live here spend here.

7. **Do you participate in or are involved in any contract(s) with the City of Oak Harbor? Please explain your involvement.**

   No

8. **Do you hold any other elected public office? If yes, please describe the offices held.**

No

9. **Is there anything else that you may wish to add that would help us get to know you a little better?**

Please return this completed application to the City Clerk at Oak Harbor City Hall, 865 SE Barrington Drive, Oak Harbor, WA 98277 **no later than 4:30 p.m. on Monday, January 4, 2016.** Applications received after 4:30 p.m. will not be accepted, and mailing post-marked applications will not be accepted.

The application and any correspondence should be addressed to:

Anna Thompson, City Clerk
Re: Council Member Recruitment
City of Oak Harbor
865 SE Barrington Drive
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athompson@oakharbor.org