



Shelton City Council  
Special Meeting Agenda  
May 14, 2024 at 6:00 p.m.  
Civic Center & Virtual Platform

**A. Call to Order**

- Pledge of Allegiance
- Roll Call

**B. Council Vacancy Interviews**

1. Process and Procedures – Presented by City Manager Mark Ziegler
  - a. Announcement of order of interviews
  - b. The Council will interview each candidate one at a time for a maximum of 30 minutes. Each candidate will be asked the same set of interview questions, followed by a maximum 10-minute informal question and answer period for follow-up questions.
  - c. To maintain fairness to all candidates and to protect the integrity of the interview process, candidates are requested to wait outside the Council Chambers until called for their interview.

**C. Executive Session**

**To discuss the qualifications of an applicant/candidate for appointment to elective office – RCW 42.30.110(1)(h)**  
**15 Minutes**

- Councilmembers & City Manager
- Action to follow

**D. Council Vote on Successful Candidate**

**E. Adjourn**

*The City of Shelton is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Council meeting, please call (360) 432-5103 at least 48 hours in advance of the meeting.*



# 2024 Looking Ahead

(Items and dates are subject to change)

Tues. 5/21 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Presentations</p> <ul style="list-style-type: none"> <li>MCHS Museum Q1 LTAC Presentation</li> <li>Christmastown USA LTAC Presentation</li> <li>Swear-in Police Officer</li> <li>Swear-in New Councilmember</li> <li>March Financial Status Report</li> <li>Shelton Rotary Student Memorial Project</li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li>Public Hearing Resolution No. 1329-0424 6-Year Transportation Improvement Program (TIP)</li> <li>Resolution No. 1332-0524 Contract with SCJ Alliance for Transportation Plan Update</li> <li>Resolution No. 1333-0524 Contract with CivilAir Engineers, PLLC for Senior Engineering Services</li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>Civic Center Rotating Art Gallery</li> <li>Resolution No. 1334-0524 Council Protocol Manual &amp; Strategic Goals Update</li> <li>Resolution No. 1328-0324 WWTP Back-Up Disinfection System Grant Acceptance</li> <li>Resolution No. 1330-0424 Approving the C Street Landfill Environmental Covenant</li> <li>Resolution No. 1331-0424 Amendment #3, Satellite Plant Tank Wetland Delineation Work</li> </ul> <p>Administration Report</p> <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 5/10 @ 5:00 p.m.
Tues. 5/28 6:00 p.m.	Study Session	<p>Study Agenda</p> <ul style="list-style-type: none"> <li>Central Mason Fire &amp; EMS</li> <li>WWTP Back-Up Disinfection Project</li> </ul>	Packet Items Due: 5/24 @ noon
Tues. 6/4 6:00 p.m.	Regular Meeting	<p>Consent Agenda</p> <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> <p>Presentations</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Business Agenda</p> <ul style="list-style-type: none"> <li></li> </ul> <p>Action Agenda</p> <ul style="list-style-type: none"> <li>Resolution No. 1329-0424 6-Year Transportation Improvement Program (TIP)</li> </ul>	Packet Items Due: 5/24 @ 5:00 p.m.

		<ul style="list-style-type: none"> <li>Resolution No. 1332-0524 Contract with SCJ Alliance for Transportation Plan Update</li> <li>Resolution No. 1333-0524 Contract with CivilAir Engineers, PLLC for Senior Engineering Services</li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	
Tues. 6/11 6:00 p.m.	Study Session	Study Agenda Shopping Cart Regulations	Packet Items Due: 6/7 @ noon
Tues. 6/18 5:45 p.m.	SMPD Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Meeting Minutes</li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 6/7 @ 5:00 p.m.
Tues. 6/18 6:00 p.m.	Regular Meeting	Consent Agenda <ul style="list-style-type: none"> <li>Vouchers/Payroll Warrants/Meeting Minutes</li> </ul> Presentations <ul style="list-style-type: none"> <li>April Financial Status Report</li> </ul> Business Agenda <ul style="list-style-type: none"> <li></li> </ul> Action Agenda <ul style="list-style-type: none"> <li></li> </ul> Administration Report <ul style="list-style-type: none"> <li></li> </ul>	Packet Items Due: 6/7 @ 5:00 p.m.
Tues. 6/25 6:00 p.m.	Study Session	Study Agenda <ul style="list-style-type: none"> <li>FLOCK Demonstration</li> </ul>	Packet Items Due: 6/21 @ noon

Other – TBD

- Project and Funding Authorization for Wallace Kneeland/Shelton Springs Intersection Improvements
- Height Limit Ordinance
- Resolution No. 1305-1123 AMI Project Award
- Resolution No. 1316-0124 Interlocal Agreement with Mason County for Reimbursable Work, Supplies and Services
- International Property Maintenance Code



## CITY OF SHELTON

525 West Cota Street  
Shelton, WA 98584  
(360) 426-4491

### Application for City Council Position

Thank you for your interest in serving the Shelton community as a City Councilmember. An Interim Council Member is the term used for someone to serve in a vacated council position until that vacated position can be filled as a result of the next general municipal election (held odd years) [RCW 42.12.070]

To be considered, **applicants must use this form**. Applications shall be completed, signed, and received at the City Clerk's office, 525 West Cota Street, no later than **1 p.m. on Friday, May 3** (late arriving applications will not be considered). Applications may be hand-delivered, mailed, or emailed to City Clerk Donna Nault at [donna.nault@sheltonwa.gov](mailto:donna.nault@sheltonwa.gov).

During the interview process, current Councilmembers will ask applicants several questions on background, interests, civic participation, and goals of applicant while serving on the Council. Other subjects may include but are not limited to: budget, pavement preservation, transportation, infrastructure, public safety, economic development, planning and development, parks and open space, familiarity with Council meetings, Open Public Meetings Act, Public Records Act, and Council/Manager form of government.

Name (please print): Tiffany Anderson

Complete Residence Address: [REDACTED]

Complete Mailing Address: (if different from above address): \_\_\_\_\_

Length of time lived at current address: 3 years

Registered voter in the City of Shelton? [☒] Yes [☐] No

If you have lived at your current address less than one year, please list your previous addresses and state how long you lived at those residences:

**Complete Previous Address**

**Length of Time at this Address**

_____	_____
_____	_____

Which is your preferred way for us to contact you? (Note: Contact information will be redacted for the Council packet but may be subject to public disclosure.)

[ ☐ ] Home Phone: \_\_\_\_\_

[ ☒ ] Cell Phone: [REDACTED]

[ ☒ ] Email Address (Please print): [REDACTED]

[ ☐ ] Regular mail to residence or mailing address shown above

**RECEIVED**

**MAY 03 2024**

**CITY OF SHELTON**



**EMPLOYMENT** *(Start with most recent)*

NAME OF EMPLOYER	POSITION HELD	DATES OF EMPLOYMENT
Umpqua Bank	Assistant Branch Mgr	Sep. 2022-current
Kohls	Loss Prevention Supvr	Feb. 2022- Dec 2022
Walmart	Overnight Supvr	Aug. 2015- Jan. 2022

**VOLUNTEER EXPERIENCE** *(Please provide the name of any social, fraternal, etc. organizations or any volunteer or paid positions held on any governmental board, committee, or commission)*

_____	Current: _____	Previous: _____
_____	Current: _____	Previous: _____
_____	Current: _____	Previous: _____
_____	Current: _____	Previous: _____

1. Are you a registered voter in the City of Shelton? ☒ Yes    ☐ No

2. Have you continuously resided within the city limits of the City of Shelton for a year or more? *(State law requires a councilmember to be a resident of Shelton for at least a year prior to appointment, and to be a registered voter at the time of application.)* ☒ Yes    ☐ No

3. Do you or your spouse or any immediate family member (children, siblings, parents) have a financial interest in, or are you an employee or officer of any business or agency which does business with the City of Shelton? ☐ Yes    ☒ No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is any member of your immediate family currently employed, either full time or part time, by the City of Shelton, or currently perform any volunteer work for the City of Shelton? ☐ Yes    ☒ No

If yes, please explain:

\_\_\_\_\_

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CITY OF SHELTON

5. Why are you interested in serving in this position?

I've lived in Shelton for 24 years and I absolutely love this community. I've raised a child here. I want future generations to love, learn and live here. Now that I am in a position in my life to be able to, I would like to start working on making Shelton the place we know it can be in whatever ways that might look like. Shelton is my home and I am so beyond proud to say that and it's time that I do something to help the town that I love so much in any way that I can.

6. What do you feel is the primary responsibility of a Councilmember?

I feel as though the primary responsibility of a Councilmember is to take pride in our town and to do everything possible to ensure the safety of those that live here, to make sure that we are doing our best in helping our great community succeed while developing and maintaining the financial security of Shelton.

7. Have you ever attended a meeting of the Shelton City Council? ☐ Yes ☒ No

If yes, give an estimate of how many meetings you have attended in the past year: \_\_\_\_\_


8. Appointment to the City Council will require your attendance at numerous regularly scheduled and special meetings, which generally occur on Tuesday evenings. This meeting commitment includes preparation time, such as reading the Council packet materials. Councilmembers are also expected to represent the City of Shelton by serving on various regional commissions, committees and boards. Many of these groups meet during regular work hours. Are you able to commit your time and energy to participate fully as a member of the Shelton City Council? ☒ Yes ☐ No

9. Please list the names, addresses, and phone numbers of three references:

1. Tammy Herring \_\_\_\_\_
2. Luana Tiller \_\_\_\_\_
3. Teresa Thurston \_\_\_\_\_

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By signing this application, I certify under penalty of perjury, that the information entered hereon by me is true and correct to the best of my knowledge and belief.

  
SIGNATURE

5/13/2024  
DATE



CITY OF SHELTON  
525 West Cota Street  
Shelton, WA 98584  
(360) 426-4491

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APR 22 2024

Application for City Council Position

CITY OF SHELTON

Thank you for your interest in serving the Shelton community as a City Councilmember. An Interim Council Member is the term used for someone to serve in a vacated council position until that vacated position can be filled as a result of the next general municipal election (held odd years) [RCW 42.12.070]

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During the interview process, current Councilmembers will ask applicants several questions on background, interests, civic participation, and goals of applicant while serving on the Council. Other subjects may include but are not limited to: budget, pavement preservation, transportation, infrastructure, public safety, economic development, planning and development, parks and open space, familiarity with Council meetings, Open Public Meetings Act, Public Records Act, and Council/Manager form of government.

Name (please print): Kathleen McDowell

Complete Residence Address: \_\_\_\_\_

Complete Mailing Address: (if different from above address): \_\_\_\_\_

Length of time lived at current address: 38 yrs.

Registered voter in the City of Shelton? ☒ Yes ☐ No

If you have lived at your current address less than one year, please list your previous addresses and state how long you lived at those residences:

Complete Previous Address

Length of Time at this Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which is your preferred way for us to contact you? (Note: Contact information will be redacted for the Council packet but may be subject to public disclosure.)

☒ Home Phone: \_\_\_\_\_

☐ Cell Phone: \_\_\_\_\_

☒ Email Address (Please print): \_\_\_\_\_

☒ Regular mail to residence or mailing address shown above

**EMPLOYMENT** (Start with most recent)

NAME OF EMPLOYER	POSITION HELD	DATES OF EMPLOYMENT
City of Shelton	City Council	2016 to 2023
Governor House- Olympia	Catering	
Casual Worker- City of Shelton	- Event overseer	1999-2010
Manager @ Shelton Cinema	- manager	

**VOLUNTEER EXPERIENCE** (Please provide the name of any social, fraternal, etc. organizations or any volunteer or paid positions held on any governmental board, committee, or commission)

Shelton Centennial Lions Club	Current: <input checked="" type="checkbox"/>	Previous: <input type="checkbox"/>
Park Board- City of Shelton	Current: <input checked="" type="checkbox"/>	Previous: <input type="checkbox"/>
Area Agency on Aging	Current: <input checked="" type="checkbox"/>	Previous: <input type="checkbox"/>
City Commissioner on Finance	Current: <input type="checkbox"/>	Previous: <input checked="" type="checkbox"/>
City Council		<input checked="" type="checkbox"/>

1. Are you a registered voter in the City of Shelton? ☒ Yes ☐ No

2. Have you continuously resided within the city limits of the City of Shelton for a year or more? (State law requires a councilmember to be a resident of Shelton for at least a year prior to appointment, and to be a registered voter at the time of application.) ☒ Yes ☐ No

3. Do you or your spouse or any immediate family member (children, siblings, parents) have a financial interest in, or are you an employee or officer of any business or agency which does business with the City of Shelton? ☐ Yes ☒ No  
If yes, please explain:

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4. Is any member of your immediate family currently employed, either full time or part time, by the City of Shelton, or currently perform any volunteer work for the City of Shelton? ☐ Yes ☒ No  
If yes, please explain:

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5. Why are you interested in serving in this position?

I was serving as a council member & commissioner for 8 years. I feel I got a few things - projects completed but had a few more to finish. I would love to be able to take off & finish them.

6. What do you feel is the primary responsibility of a Councilmember?

To make policy & oversee the working of the city.

7. Have you ever attended a meeting of the Shelton City Council? ☒ Yes ☐ No

If yes, give an estimate of how many meetings you have attended in the past year: 48 plus

8. Appointment to the City Council will require your attendance at numerous regularly scheduled and special meetings, which generally occur on Tuesday evenings. This meeting commitment includes preparation time, such as reading the Council packet materials. Councilmembers are also expected to represent the City of Shelton by serving on various regional commissions, committees and boards. Many of these groups meet during regular work hours. Are you able to commit your time and energy to participate fully as a member of the Shelton City Council? ☒ Yes ☐ No

9. Please list the names, addresses, and phone numbers of three references:

1. Sharn Trask
2. Len Williams
3. Michelle Endicott

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By signing this application, I certify under penalty of perjury, that the information entered hereon by me is true and correct to the best of my knowledge and belief.

Kathleen J McSowell  
SIGNATURE

04-22-2024  
DATE





CITY OF SHELTON  
525 West Cota Street  
Shelton, WA 98584  
(360) 426-4491

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MAY 02 2024

CITY OF SHELTON

### Application for City Council Position

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Name (please print): David Vincent Pierik

Complete Residence Address: \_\_\_\_\_

Complete Mailing Address: (if different from above address): \_\_\_\_\_

Length of time lived at current address: SINCE Aug. 1992

Registered voter in the City of Shelton? ☒ Yes ☐ No

If you have lived at your current address less than one year, please list your previous addresses and state how long you lived at those residences:

**Complete Previous Address**

**Length of Time at this Address**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which is your preferred way for us to contact you? (Note: Contact information will be redacted for the Council packet but may be subject to public disclosure.)

☐ Home Phone: \_\_\_\_\_

☒ Cell Phone: \_\_\_\_\_

☐ Email Address (Please print): \_\_\_\_\_

☐ Regular mail to residence or mailing address shown above



**EMPLOYMENT** (Start with most recent)

NAME OF EMPLOYER

POSITION HELD

DATES OF EMPLOYMENT

Shelton-Mason County Journal      Office Administrator      Aug 1992 to Current

**VOLUNTEER EXPERIENCE** (Please provide the name of any social, fraternal, etc. organizations or any volunteer or paid positions held on any governmental board, committee, or commission)

Secretary, Union City Lodge #27      Current: ☒ Previous: \_\_\_\_\_

MC Activity Center & Nifty Thirtiety      Current: ☒ Previous: \_\_\_\_\_

Connection St. Theatre      Current: ☒ Previous: \_\_\_\_\_

\_\_\_\_\_  
Current: \_\_\_\_\_ Previous: \_\_\_\_\_

1. Are you a registered voter in the City of Shelton? ☒ Yes    ☐ No

2. Have you continuously resided within the city limits of the City of Shelton for a year or more? (State law requires a councilmember to be a resident of Shelton for at least a year prior to appointment, and to be a registered voter at the time of application.) ☒ Yes    ☐ No

3. Do you or your spouse or any immediate family member (children, siblings, parents) have a financial interest in, or are you an employee or officer of any business or agency which does business with the City of Shelton? ☒ Yes    ☐ No  
If yes, please explain:

I have processed ads, legal notices & subscriptions for the City as part of my work duties. However I'm not on commission so I have no personal financial interest.

4. Is any member of your immediate family currently employed, either full time or part time, by the City of Shelton, or currently perform any volunteer work for the City of Shelton? ☐ Yes    ☒ No

If yes, please explain:

5. Why are you interested in serving in this position?

I feel there is a need for my participation in helping to work toward solutions. My knowledge, skills and ability to collaborate with others can be helpful to the future of Shelton. I live here and I do care.

6. What do you feel is the primary responsibility of a Councilmember?

Read and understand the business on the agenda. Listen to ideas and points of view and work to agreement on solving problems when possible. Show up and vote.

7. Have you ever attended a meeting of the Shelton City Council? ☒ Yes ☐ No

If yes, give an estimate of how many meetings you have attended in the past year: 1

8. Appointment to the City Council will require your attendance at numerous regularly scheduled and special meetings, which generally occur on Tuesday evenings. This meeting commitment includes preparation time, such as reading the Council packet materials. Councilmembers are also expected to represent the City of Shelton by serving on various regional commissions, committees and boards. Many of these groups meet during regular work hours. Are you able to commit your time and energy to participate fully as a member of the Shelton City Council? ☒ Yes ☐ No

9. Please list the names, addresses, and phone numbers of three references:

1. Adam Cain,
2. Pete Laschinko
3. Mat Taylor III

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By signing this application, I certify under penalty of perjury, that the information entered hereon by me is true and correct to the best of my knowledge and belief.

David V. Sten  
SIGNATURE

5/2/2024  
DATE

RECEIVED

MAY 03 2024

CITY OF SHELTON

525 West Cota Street  
Shelton, WA 98584  
(360) 426-4491

CITY OF SHELTON

Application for City Council Position

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Name (please print): Lyndsey Sapp

Complete Residence Address: [REDACTED]

Complete Mailing Address: (if different from above address): \_\_\_\_\_

Length of time lived at current address: 2 years 6 months

Registered voter in the City of Shelton? ☒ Yes ☐ No

If you have lived at your current address less than one year, please list your previous addresses and state how long you lived at those residences:

Complete Previous Address

Length of Time at this Address

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Which is your preferred way for us to contact you? (Note: Contact information will be redacted for the Council packet but may be subject to public disclosure.)

☐ Home Phone: \_\_\_\_\_

☐ Cell Phone: \_\_\_\_\_

☒ Email Address (Please print): [REDACTED]

☐ Regular mail to residence or mailing address shown above

**EMPLOYMENT** (Start with most recent)

NAME OF EMPLOYER	POSITION HELD	DATES OF EMPLOYMENT
Department of Enterprise Services (Formerly: Department of Printing)	Bookbinder III; Fulfillment	9/2003 - 4/2004
US Bank & Talent Tree	Transaction Processor 3; Mailroom Temp	5/01 - 10/01
WA State Department of Revenue	Office Assistant	2/02-10/02; 2/00-6/00; 6/99-10/99

**VOLUNTEER EXPERIENCE** (Please provide the name of any social, fraternal, etc. organizations or any volunteer or paid positions held on any governmental board, committee, or commission)

Lupus Foundation of America	Current: <input checked="" type="checkbox"/>	Previous: 2012, 2013
Lupus Resource Alliance / Alliance for <sup>Lupus</sup> Research	Current: _____	Previous: 2013, 2014
American Red Cross	Current: _____	Previous: 1997
Thurston Co. Food Bank (student volunteer)	Current: _____	Previous: 1995

1. Are you a registered voter in the City of Shelton? ☒ Yes ☐ No

2. Have you continuously resided within the city limits of the City of Shelton for a year or more? (State law requires a councilmember to be a resident of Shelton for at least a year prior to appointment, and to be a registered voter at the time of application.) ☒ Yes ☐ No

3. Do you or your spouse or any immediate family member (children, siblings, parents) have a financial interest in, or are you an employee or officer of any business or agency which does business with the City of Shelton? ☐ Yes ☒ No  
If yes, please explain:

4. Is any member of your immediate family currently employed, either full time or part time, by the City of Shelton, or currently perform any volunteer work for the City of Shelton? ☐ Yes ☒ No  
If yes, please explain:

As a mother of 5, I have experience managing a small army. With my knowledge and experience I feel I can help smooth out some of Shelton's rough edges. I want to ensure that my children have a bright future to inherit when it's time for them to become workers and leaders in this community. I have a deep respect for the logging community as 3 generations of men in my family were tied to the logging industry. My most of all, this community was there for my family when we were in need. My husband experienced two medical emergencies in 2020 and the people of this community saved his life. When we needed housing in 2021 because our landlord was selling our rental home we got help from Crossroads. When our baby passed away Mr. Combs and Wagner helped cover the cost to lay her to rest. When our family needed help, Shelton was there for us. Now it's my chance to return the favor, and be there for Shelton.

6. What do you feel is the primary responsibility of a Councilmember?  
I believe the primary role of Councilmember is to hear and address the needs of our city's business owners and residents; to create or modify ordinances that ensure the health and safety of local citizens; to hear information presented by law enforcement, city officials or others for consideration of financial requests or resolution of an issue; and to make financially sound decisions that operate within the budget.

7. Have you ever attended a meeting of the Shelton City Council? ☒ Yes ☐ No  
If yes, give an estimate of how many meetings you have attended in the past year: 6

8. Appointment to the City Council will require your attendance at numerous regularly scheduled and special meetings, which generally occur on Tuesday evenings. This meeting commitment includes preparation time, such as reading the Council packet materials. Councilmembers are also expected to represent the City of Shelton by serving on various regional commissions, committees and boards. Many of these groups meet during regular work hours. Are you able to commit your time and energy to participate fully as a member of the Shelton City Council? ☒ Yes ☐ No

9. Please list the names, addresses, and phone numbers of three references:

1. Marc Morley [REDACTED]
2. Jane Carlton [REDACTED]
3. Lynn Corbett [REDACTED]

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By signing this application, I certify under penalty of perjury, that the information entered hereon by me is true and correct to the best of my knowledge and belief.

[Signature]  
SIGNATURE

5-1-24  
DATE