

**TUMWATER CIVIL SERVICE COMMISSION**

**MINUTES OF MEETING**

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**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Eric Trimble and Commissioners Maggie Bean and Simon Tee.

Staff: Chief Examiner Heidi Behrends Cerniwey, Fire Chief Scott LaVielle, Police Chief Jon Weiks, and Recording Secretary Valerie Gow.

Others: Mayor Pete Kmet.

**ACTION:**

**ELECTION OF  
CHAIR AND  
VICE CHAIR:**

**MOTION:** Commissioner Bean moved, seconded by Commissioner Tee, to nominate and elect Eric Trimble to serve as Chair during 2018. Motion carried unanimously.

**MOTION:** Commissioner Tee moved, seconded by Chair Trimble, to nominate and elect Maggie Bean to serve as Vice Chair during 2018. Motion carried unanimously.

**APPROVAL OF  
MINUTES FOR  
MARCH 16, 2018:** Commissioner Tee moved, seconded by Commissioner Bean, to approve the minutes of March 16, 2018 as published. Motion carried.

**2018 STATE OF  
THE CITY  
REPORT:** Mayor Kmet presented the State of the City report.

Two main issues facing the City today are affordable housing and homelessness. The Council is spending several worksessions to learn about the cause of homelessness, available services, and the role the City could play to help address the issues. Mayor Kmet shared a picture of a former nuisance-plagued home off Z Street. The City partnered with Homes First to rehabilitate the house for affordable housing after the bank agreed to deed the property to Homes First. Homes First purchases homes through foreclosures or regular sales and then remodels/renovates the homes to provide affordable housing for families. Monthly rent and grants support home mortgages. When mortgages are paid, the monthly rent funds the capital account to acquire other homes.

Another major challenge facing the City is the parks system caused by the lack of maintenance because of other priorities. The City is at the point where more funding is necessary to hire staff and complete routine maintenance of parks and facilities. The Council established a Parks Task Force to study several funding models one of which could include a tax

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measure dedicated to parks.

Commissioner Tee asked about the possibility of taking advantage of volunteers to help maintain parks and trails. Mayor Kmet said the park system needs attention. The recent opening of the Deschutes Valley Park requires a .5 FTE to maintain the park. Pioneer Park is unique with a trail system along the river. Sport fields are heavily used by community groups. Additional investments are required to refurbish the fields, as well as investment in some new facilities. The collection of park impact fees does not cover the entire cost of maintaining the park system. Issues facing the park system today are a combination of maintenance of existing parks and enhancement and improving parks.

The City is fortunate as many volunteers assist the City in maintaining parks. Volunteer efforts at Pioneer Park included the construction of a new picnic shelter by soldiers from Joint Base Lewis McChord. The soldiers have participated in numerous work parties improving the baseball fields at Pioneer Park. Other volunteers pick up litter, weed, spread bark, and pull vines. Well over 25,000 volunteer hours are completed annually to support the City by groups and individuals. The City's Volunteer Coordinator oversees volunteer efforts. On April 21 in observance of Earth Day, the City has scheduled a work party at Tumwater Historical Park. Middle and high school students are participating. Another group of students and members of the Tumwater Rotary Club are participating at the Tumwater FRESH farm at Isabella Bush Park to prepare garden beds for the planting.

Today, the City's budget is in good condition with a steady budget over the last several years. The Council's 2017-2022 Strategic Priorities serve as the basis for meeting City needs. The priorities include:

- Aggressively pursue targeted development opportunities
- Build a community recognized for quality
- Create and maintain a transportation system for all modes of travel
- Provide quality public safety services
- Refine and sustain a great organization
- Be a leader in environmental sustainability

Targeted development opportunities include the brewery and Capitol Boulevard. One important and major area along Capitol Boulevard is the site of the Washington State Department of Transportation facility. The Legislature appropriated funds for the department to move the facility to the City of Lacey near the Waste Recovery Center in the Hawks Prairie area. The move opens up 10 acres of land fronting Capitol Boulevard for potential redevelopment. The City's vision for the property is a mixed use project with housing and retail services. The City anticipates working with

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the state to attract a developer to create some of the development envisioned for the property.

Much of the strategy of the brewery is to attract and build from the brand of brewing history in Tumwater and attracting brewers and distillers to the City along with associated industries. The historic brewery has been privately owned for the last five years. George Heidgerken, the property owner, deeded the brew tower to the City. Last fall and winter, through donated labor and materials, the City was able to place temporary roofs on the structure and board up windows at an approximate cost of \$100,000 in volunteer labor and materials. The City also received a state heritage grant of \$500,000 to begin structural preservation of the tower. The City's match is \$1 million to be raised through a capital fundraising campaign. The full cost to renovate the structure is estimated to cost over \$6 million.

One large new development is the Craft District located off Capitol Boulevard near the entrance to Tumwater Valley Drive. The developer reached agreement with a distiller to construct a manufacturing facility. South Puget Sound Community College is constructing a training center focusing on brewing, distilling, and cider making. The training center is scheduled open and offer courses by this year's fall semester.

Commissioner Tee inquired about the future use planned for the Old Brewhouse. Mayor Kmet replied that the City worked with Mr. Heidgerken to complete a SEPA Planned Action for the Old Brewhouse to identify a conceptual development proposal for restoration of the tower, the warehouse building behind the tower, and potential development of a parking garage. Re-development is envisioned to provide a mix of residential and retail services. The City's commitment is participating in the cost for improving the access road to the area.

The newer brewery properties were purchased by a developer from California several years ago. After the purchase, some activity occurred but no activity has occurred since then.

Commissioner Bean inquired about the status of the brewery artesian wells. Mayor Kmet said the brewery buildings are not connected to the brewery wells. The cities of Lacey, Olympia, and Tumwater own the water rights and plan to test and utilize the wells. The brewery's private water system was never connected to the City's water system. This summer, some work is planned to abandon some of the wells and drill or enhance existing wells for future connection to the City's water system.

Chair Trimble asked whether Washington State University (WSU) is involved in the Craft District. Examiner Behrends Cerniwey replied that WSU is not directly involved other than WSU offers a cider program. The

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University has been seeking opportunities to work with the local industry and the City continues to work with WSU on potential research opportunities.

Mayor Kmet added that WSU is interested in farming and harvesting local specialty grains. Specialty grains distinguish craft brews from commercial beers

Mayor Kmet reported interim improvements along Capitol Boulevard have been completed to include upgrading of a pedestrian crossing at U Street and Capitol Boulevard and repaving some portions of Capitol Boulevard. The new credit union near the pedestrian crossing was designed to the City's new corridor standards to include wide sidewalks and placement of the drive through window in the rear of the building to reduce interference with pedestrian access. The City successfully obtained a \$6.5 million state transportation grant to reconfigure the Capitol Boulevard and Trospen Road interchange and provide another freeway entrance. The project includes the construction of two roundabouts to improve the movement of traffic and increase bicycle and pedestrian access. This year, the City will acquire right-of-way and finalize the design. Mayor Kmet described the new interchange configuration, location of the roundabouts, and properties the City would need to acquire. Construction is scheduled to begin in 2019 at one of the City's busiest intersections.

Other development included the Department of Revenue adding a new building near the existing site off Linderson Way near the power lines. The largest new commercial development is the Toyota Dealership. The City also partnered with Toyota to extend Tyee Drive to Israel Road. The dealership is expected to contribute hundreds of thousands of dollars in tax revenue to the City. The dealership also houses a small restaurant named "Biscuit House." The restaurant serves breakfast and lunch and has become very popular.

A new residential subdivision, The Preserve, is located south of the airport off Old Highway 99. The developer is beginning the next phase of several hundred new homes. Other development activities include a residential development along the Deschutes River near Munn Lake, two microbreweries, a bakery, and expansion of Alaffia in the Warehouse District.

The City continues to maintain the Henderson House and the Crosby House located in the City's Historic District. The City is exploring options to provide more public access to the historic homes and is working with the Olympia Tumwater Foundation to enhance the City's history programs. The Foundation offers a monthly series of history talks with guest speakers during lunch hours each Thursday at the Schmidt House.

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The City's newest park, "Isabella Bush Park," is a 20-acre property converted to an educational garden for the Tumwater School District in partnership with Garden Raised Bounty (GRuB) for the "Tumwater Fresh" program.

Parks and Recreation sponsor many events during the year. The golf course is the site of the Screen on the Green on Friday evenings during August. The City's annual Christmas Tree Lighting event attracted approximately 1,000 people last December. Different school groups offer performances during the afternoon with the tree lighting at dusk.

The City is also focusing on improving multimodal transportation options through pedestrian and bike improvements, and trail extensions. This summer, the City used Transportation Benefit District funds to pave streets throughout the City. Another chip seal paving project is planned this summer.

Through a partnership with the Toyota Dealership, the City extended Tyee Drive from the Toyota property to Israel Road to include frontage improvements along Israel Road. Tyee Drive improvements include bike lanes, sidewalks, street lights, landscaping, and street trees. Toyota agreed to add a trail behind the dealership to provide residents with recreational opportunities. The half-mile multi-use trail is located on the north and west side of the property, which will eventually connect to the south.

The City received a Safe Walk to Schools grant to upgrade sidewalks on Elm Street and Dennis Street near Peter G. Schmidt Elementary School.

The City's new Police Chief is Jon Weiks, who has been with the City over 20 years and was raised in Tumwater. Quarterly meetings are held with staff members to keep employees informed about City activities.

The old Trails End Arena will serve as the new location for Public Works, as well as providing space for Parks and Recreation facilities and maintenance staff.

The City's public safety levy in 2009 afforded the opportunity to hire nine firefighters in 2017. The addition of the firefighters enabled the City to staff the North End Fire Station full time. The City hired seven police officers and promoted two officers. The Fire Department ordered a new fire engine at a cost of \$725,000. Other recent improvements include re-roofing the Fire Station Headquarters building and improvements to the North End Fire Station.

Other public safety efforts include increased focus on several nuisance

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properties. The City is contending with a difficult situation off Trospen Road involving the Franks property. Garbage and debris have been dumped on the property for some time. Recent information received from the Department of Ecology indicates the department is willing to partner with the City to help offset the costs of cleaning the property. The City is working to secure permission to begin the work of removing surface debris.

The City is now addressing code enforcement through the Police Department through a professional and systematic approach for addressing various code violations.

A ballot measure is scheduled on April 24 to either ban or allow fireworks in the City.

The City continues to focus on environmental sustainability. The Thurston County Chamber of Commerce recently notified the City of its selection to receive an award recognizing the City for promoting environmental sustainability through various practices. The City of Tumwater was voted as Thurston Green Business Municipality of the Year. The City also partnered with the City of Olympia and the City of Lacey to map carbon emissions to serve as the basis for development of a Climate Action Plan for the three cities. Thurston County has indicated some interest in joining the effort. Most carbon emissions are generated from power sources. Puget Sound Energy's (PSE) major source of power is from coal. PSE recently announced it would no longer use coal-generated power from four power plants in Montana. PSE plans to withdraw from Coal Strip 1 and Coal Strip 2 by the early 2020s and is seeking release from any financial liability from Coal Strip #3 and #4. To replace the source of power, PSE is working to develop a wind farm and solar plant near the Centralia Coal Plant. Other sustainability efforts by the City include upgrading all building HVAC systems, replacing fluorescent lights with LEDs, and purchasing electric vehicles.

The Department of Fish and Wildlife and the Olympia Tumwater Foundation have reached conceptual agreement on a new lease for reconstruction of a new fish capture facility at Tumwater Falls Park. Construction is scheduled to begin in 2018. The facility will feature viewing windows for viewing of salmon during the runs.

The City is undertaking an extensive process in conjunction with the Port of Olympia to create a Habitat Conservation Plan (HCP) to address the pocket gopher, recently listed as an endangered species. The plan enables development within the City's urban growth area while preserving and protecting endangered species and its habitat.

Chair Trimble asked whether the City is considering the establishment of a

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park district. Mayor Kmet said because of the City's limited taxing options under state law, the City is considering the creation of metropolitan park district, which is similar to a fire district affording a separate tax dedicated to parks with a maximum property tax of up to 75¢ per every \$1,000 of property valuation. Another option is imposing a utility tax.

**STATUS OF ELIGIBILITY LISTS:**

Examiner Behrends Cerniwey updated the Commission on the status of the eligibility lists.

For the benefit of Chair Trimble, Examiner Behrends Cerniwey shared information on the reorganization of administrative positions within the Police Department

**APPROVAL OF MODIFIED ELIGIBILITY LIST: LATERAL POLICE OFFICER:**

Examiner Behrends Cerniwey reported two applications were received since the last update. Lateral applications involve a self-scoring process with the ranking based on self-score ratings. Two names are proposed for addition to the list and one name is proposed for removal. The proposed list includes nine names. The Chief can hire from the top seven names.

**MOTION:**

**Commissioner Bean moved, seconded by Commissioner Tee, to approve the Modified Eligibility List for Lateral Police Officer. Motion carried.**

**APPROVAL OF MODIFIED ELIGIBILITY LIST: CERTIFIED POLICE OFFICER:**

Examiner Behrends Cerniwey reported no applicants applied since the last update; however, three candidates are proposed for removal from the list. The list currently includes two candidates. The candidates did not pass the Chief's interview.

**MOTION:**

**Commissioner Bean moved, seconded by Commissioner Tee, to accept and modify the Certified Police Office Eligibility List as proposed. Motion carried unanimously.**

**APPROVAL OF ELIGIBILITY LIST: ENTRY LEVEL POLICE OFFICER:**

Examiner Behrends Cerniwey reported oral boards were conducted on April 5. Seven of the 10 candidates interviewed passed with a 70% or higher score. The candidates are proposed for addition to the eligibility list. Six applicants are proposed for removal because they failed the Chief's interview. The new proposed list contains 15 names. The Chief can hire from the top seven candidates.

**MOTION:**

**Commissioner Bean moved, seconded by Commissioner Tee, to approve the Eligibility List: Entry Level Police Officer as proposed.**

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**Motion carried.**

**APPROVAL OF  
MODIFIED  
EXAMINATION  
PLAN: FIRE  
CAPTAIN:**

Examiner Behrends Cerniwey reported the Commission previously approved the Fire Captain test process. Several pending questions surrounded the weightings of the eight competencies. She shared proprietary weightings for the competencies. Candidates will be scored for each of the exercises, which test for specific elements for each competency with the competencies weighted according to the information. The weightings are unique to Tumwater.

Examiner Behrends Cerniwey shared a copy of the testing plan with the Commission. The written exam represents 40% of the total score and the assessment center is 60% of the final score. Six internal candidates applied for the promotional position. Each candidate must have some supervisory experience. Applicants have been invited to attend a two-hour candidate orientation to review the testing process. The written test is scheduled on April 24 followed by the assessment center testing on May 8. Raters from other jurisdictions will assist with assessment center testing.

**MOTION:**

**Chair Trimble moved, seconded by Commissioner Bean, to approve the promotional examination plan for Fire Captain as presented.**

Commissioner Tee said he is not accustomed to a system of using numeric weightings for each of the competencies for behavior dimensions. Typically, scores were based on the weightings equaling a total of 100 points. Examiner Behrends Cerniwey explained that the maximum score for all elements is 8.5 with some scores higher or lower within the elements dependent upon testing results. The scoring is based on a mathematical formula. The intent is to provide variation between the score sheet and the final outcome to avoid any favoritism by the rater. The rater must validate the rating for each candidate, which helps to eliminate any rater bias from the testing process. She offered to provide copies of the score sheets and the ratings to help clarify the process after testing is completed.

**MOTION:**

**Motion carried unanimously.**

**UPDATES AND  
SCHEDULING:**

Examiner Behrends Cerniwey reported the next meeting is scheduled on May 10 5:30 p.m.

Examiner Behrends Cerniwey said two entry level firefighter positions are open. Based on the Commission's previous discussion for changing the weighting of the written and oral test, she is researching information with another district to develop a methodology to utilize the entire eligibility list to provide an opportunity for the Chief to interview more candidates and to increase diversity. An example was shared during the last Civil Service Commission conference. She plans to explore different systems and

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present the information at the next meeting for potential revisions to the process. Should the Commission elect to adopt some changes, the process would require a series of actions to address current lists and notification of candidates.

Fire Chief LaVielle said the Captain position is funded by Medic One. One employee applied for the position. All three paramedic lieutenants were eligible to apply. One paramedic lieutenant opted to test for the Operational Captain position.

Fire Chief LaVielle said the fire engine was ordered at the end of January and should arrive by November. The engine will serve the North End Fire Station.

Police Chief Weiks said one newly hired police officer was recently terminated from the field training program after failing to respond to training and assistance. The individual requested the termination option because of medical reasons. Another officer serving in the Code Enforcement position is moving to Florida to assist a family member who is experiencing health problems. The department has an active list for the position recently interviewed a candidate. He plans to initiate a background investigation on the candidate. The candidate was a former reserve police officer with the department 15 years ago and has been working at the 911 dispatch center for the last 20 years.

One police officer candidate was removed from background investigation. Currently, the department has six vacant officer positions. One candidate will be hired after the department receives approval. The candidate's first day will be on April 16. The candidate is a lateral officer who worked as an officer for the City of DuPont. Another background investigation underway is on a lateral candidate from Colorado who is moving to the Tumwater area.

Police Chief Weiks shared he interviewed a candidate who works as a police officer with the City of Olympia. The candidate is outstanding.

Four interviews of entry level candidates are planned within a week.

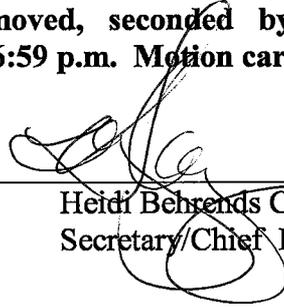
Police Chief Weiks noted that a candidate hired last month was serving in the military. The candidate had planned on taking military leave prior to his discharge. However, his commanding officer released the individual to enable him to work for the Police Department. He was hired on March 1. The department applied to the Police Academy on the same date and received notification that the officer is tentatively scheduled to attend the academy on August 23. The academy is experiencing a six-month backlog. Until then, the officer is working with other officers on the road.

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**ADJOURNMENT: Commissioner Bean moved, seconded by Commissioner Tee, to adjourn the meeting at 6:59 p.m. Motion carried.**



Eric Trimble, Chair



Heidi Behrends Cerniwey,  
Secretary/Chief Examiner

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