

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BLVD | CHEHALIS, WA 98532

Dennis L. Dawes, Position at Large Mayor		Jerry Lord, District 1 Dr. Isaac S. Pope, District 4 Vacant, Position at Large
Anthony E. Ketchum Sr., District 3 Daryl J. Lund, District 2, Mayor Pro Tem Robert J. Spahr, Position at Large		

## Special Meeting of Monday, October 4, 2021 5:00 pm

1. <u>Call to Order.</u> (Mayor Dawes)
2. <u>Pledge of Allegiance.</u> (Mayor Dawes)
3. <u>Approval of Agenda.</u> (Mayor Dawes)

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>SPECIAL BUSINESS</b>		
4. <u>Interview Candidates for City Council Member At-Large No. 2 Vacant Position.</u> (Mayor)	INTERVIEW CANDIDATES	1

<b>EXECUTIVE SESSION</b>		
5. <u>Pursuant to RCW 42.30.110(1)(h) – Evaluate Qualifications of a Candidate for Appointment to Elective Office.</u>		

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
<b>SPECIAL BUSINESS - CONTINUED</b>		
6. <u>Appoint Candidate to Fill City Council Member At-Large No. 2 Vacant Position.</u> (Mayor)	APPOINT CANDIDATE	

**THE CITY COUNCIL WILL NOT ADD OR TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS AGENDA.  
NEXT REGULAR CITY COUNCIL MEETING IS MONDAY, OCTOBER 11, 2021.**

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

**TO:** The Honorable Mayor and City Council

**FROM:** Jill Anderson, City Manager

**BY:** Kiley Franz, City Clerk

**MEETING OF:** October 4, 2021

**SUBJECT:** Council Member Vacancy Process - Candidate Interviews

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**ISSUE**

Due to the resignation of Councilor Michael Bannan, effective September 7, 2021, the Chehalis City Council has one vacancy. This meeting has been scheduled to provide the City Council an opportunity to interview candidates.

**DISCUSSION**

Councilor Bannan announced his resignation from the City Council effective September 7, 2021. Councilor Bannan's seat on the City Council was the At-Large No. 2 position, with a term that expires December 31, 2021; however, because former Councilor Bannan was appointed to the position to fill a vacancy, the term technically ends at the first meeting following certification of the November 2, 2021 election results. The deadline for the Lewis County Auditor to certify the election results is Tuesday, November 23, 2021. Therefore, it is expected that the term could technically end at the City Council meeting of November 22<sup>nd</sup> or December 13<sup>th</sup>.

State statute provides that the vacancy be filled by the remaining members of the governing body and that the person elected to fill a vacancy shall hold office for the remainder of the unexpired term. Eligibility to hold a City Council position is addressed in Chehalis Municipal Code 2.08.050, which requires that an individual has been a registered voter and resident of the city for at least one year.

Applications were sought from individuals interested in filling the vacancy and four applications were received by the posted deadline of 5:00 pm on September 30, 2021. One was determined to be ineligible because the applicant lives outside of the City limits. The remaining applicants include:

1. Terry Harris
2. Tessa Hollis
3. Katherine McDougall

The subsequent outline for the meeting will be followed:

- Introduction of candidates.
- Candidates will be selected at random to determine interview order.
- Conduct interviews.
- Each City Council member will ask each candidate a question.
- City Councilors can choose to share their perspective on the candidates.
- City Council will convene into executive session to discuss qualifications of applicants.

- Special meeting reconvened.
- Nominations from Council members. If more than one candidate is nominated, a vote will be conducted in the order of which candidates were nominated. Elections will continue until an individual receives a majority vote (4).

It is expected that the person selected by the City Council to serve will be sworn into office at the City Council's regular meeting of October 11, 2021.

**STATE LAWS AND GENERAL GUIDANCE**

Consistent with state law, all interviews, nominations, and votes shall be conducted by the City Council in open session. During the process of evaluating the qualifications of the candidates in executive session, MRSC (Municipal Research & Services Center) cautions that a City Council must take care not to take any kind of preliminary votes (even if it is a non-binding straw vote) or narrow the field of candidates.

**FISCAL IMPACT**

There is no fiscal impact related to the filling of this City Council member vacancy.

**RECOMMENDATION**

It is requested that the City Council interview applicants and appoint a candidate to fill the City Council Position 2 At-Large vacancy.

**SUGGESTED MOTION**

There is no suggested motion. Nominations will be made by City Council member and voted upon as outlined above.