

CHEHALIS CITY COUNCIL AGENDA

CITY HALL
350 N MARKET BLVD | CHEHALIS, WA 98532

Jerry Lord, District 1 Daryl J. Lund, District 2, District 2 Kate McDougall, Position at Large No. 1	Anthony E. Ketchum, Sr. Mayor	Dr. Isaac S. Pope, District 4 Robert J. Spahr, Mayor Pro Tem Vacant, Position at Large No. 2
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Special Meeting of Monday, February 7, 2022

5:00 pm

1. <u>Call to Order.</u> (Mayor) 2. <u>Pledge of Allegiance.</u> (Mayor) 3. <u>Approval of Agenda.</u> (Mayor)
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ITEM	ADMINISTRATION RECOMMENDATION	PAGE
SPECIAL BUSINESS		
4. <u>Interview Candidates for City Council Member At-Large No. 2 Vacant Position.</u> (Mayor)	INTERVIEW CANDIDATES	1

EXECUTIVE SESSION		
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
SPECIAL BUSINESS - CONTINUED		
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, FEBRUARY 14, 2022.**

**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: February 7, 2022

SUBJECT: Council Member Vacancy Process - Candidate Interviews

INTRODUCTION

The At-Large No. 2 Position is currently vacant because Michael Bannan, who was elected to the position in the November 2, 2021, election, no longer lives in the City. Therefore, he is ineligible to serve on the City Council and has officially declined the position.

Consistent with the direction of the City Council, the City invited interested individuals to apply to be considered for appointment to the vacant seat. This meeting has been scheduled to provide the City Council an opportunity to interview the three applicants: Mr. Aaron Fuller, Mr. Terry Harris, and Mr. Kelly Wilson.

DISCUSSION

State statute provides that a vacant City Council seat be filled by action of the remaining members of the governing body and that the person appointed 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 a resident of the city for at least one year.

Applications were sought from individuals interested in filling the vacancy and three applications were received by the posted deadline of 5:00 pm on February 2, 2022. The three applicants are:

1. Aaron Fuller
2. Terry Harris
3. Kelly Wilson

The proposed plan for the interview process is:

- 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 can convene into executive session to discuss qualifications of applicants.
- Special meeting reconvened.

- Nominations from members of the City Council can be made. 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 next regular meeting of the City Council, which is February 14, 2022. The term will end upon certification of the results of the next general election at which the voters elect members of the City Council, which is November 7, 2023.

Copies of applications are available with the City Clerk upon request.

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.

The City Council has 90 days from the date of the vacancy to make the appointment of a new councilmember, which would be Tuesday, February 21, 2022. If the appointment does not occur by then, the City Council loses its authority to fill the seat. If that occurs, the County legislative authority, the Lewis County Board of County Commissioners, has the authority to make the appointment within 180 days of the vacancy's occurrence. If the County Board of Commissioners does not make the appointment within that period, the governor may be petitioned by the City Council or the County Board of Commissioners to do so.

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 can be voted upon as outlined above.