

# CHEHALIS CITY COUNCIL AGENDA

CITY HALL  
350 N MARKET BLVD | CHEHALIS, WA 98532

Anthony E. Ketchum, Sr.  
Mayor

Jerry Lord, District 1  
Daryl J. Lund, District 2, District 2  
Kate McDougall, Position at Large No. 1

Dr. Isaac S. Pope, District 4  
Robert J. Spahr, Mayor Pro Tem  
Vacant, Position at Large No. 2

## Special Meeting of Monday, June 20, 2022 5:00 pm

### To access this meeting via Zoom:

Meeting ID: 822 5811 8879  
Pass Code: 674890

1. Call to Order. (Mayor)
2. Pledge of Allegiance. (Mayor)
3. Approval of Agenda. (Mayor)

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>Selection of a Candidate to Fill Vacant Position - City Council Member At-Large Position No. 2.</u> (Mayor)	SELECT 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, JUNE 27, 2022.

**CHEHALIS CITY COUNCIL MEETING  
AGENDA REPORT**

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

**FROM:** Jill Anderson, City Manager

**BY:** Kassi Mackie, City Clerk

**MEETING OF:** June 20, 2022

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

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**INTRODUCTION**

The At-Large No. 2 seat is currently vacant as a result of Kelly Wilson vacating the position effective May 13, 2022.

At the direction of the City Council, staff invited interested individuals to apply for consideration of appointment to the vacant seat. This meeting has been scheduled to provide the City Council an opportunity to interview the three applicants: Mr. Kevin Carns, Mr. David Plotz and Mr. Paul Dugaw.

**DISCUSSION**

The Revised Code of Washington (RCW) 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 be a registered voter and a resident of the city for at least one year.

The position was advertised and publicized in The Chronicle, as well as on the City's website and announcements at City Council meetings. The following individuals submitted applications prior to the posted deadline of 5:00 pm on Tuesday, June 14, 2022. The three applicants are:

1. Kevin Wade Carns
2. David Plotz
3. Paul J. Dugaw

The three applicants meet the eligibility requirements to serve on the City Council.

The proposed plan for the interview process is:

- Introduction of candidates
- Candidate interview order will be determined by the City Council
- Conduct interviews
  - Each member of the City Council 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.

- Open Session will be reconvened after an executive session 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 June 27, 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.

#### **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 Thursday, August 11, 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.