



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Robert Francis
Carolyn Wilson – *Mayor Pro Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Position No. 6 - Vacant
Joel Walinski – *City Administrator*

LEAVENWORTH CITY COUNCIL SPECIAL MEETING AGENDA

Leavenworth City Hall - Council Chambers

April 20, 2016 1:00 PM

Call to Order

Flag Salute

Roll Call

Resolutions, Ordinances, Orders and Other Business

1. Action: Motion to Select Process for Candidate Appointment
2. Discus: Conduct Candidate Interviews for Open Position No. 6 City Council Seat

Executive Session: RCW 42.30.110 (1)(h) Evaluate Qualifications of Candidates for Appointment to Elective Office.

3. Action: Motion to Appoint Candidate to Open Position No. 6 City Council Seat

Adjournment

(Next Ordinance is 1525 - Next Resolution is 8-2016)

CONSENT AGENDA

1. Motion to Select Process for Candidate Appointment

The City Council is being asked to approve a selection process for the interview of candidates and then the selection of a candidate to fill the vacancy of the City Council Position #6 open seat. The two options being presented are similar except for the process used to select and identify the candidate for appointment. Both alternatives fulfill the requirements of the Open Meetings Act and the Public Records Act. Alternative A offers the Council the option of going on record at the open meeting identifying their preferred candidates. Alternative B allows for a private balloting of the Council at an open meeting for identifying the preferred candidates.

Alternative A:

- 1 Council will conduct a public interview of candidates. All candidates have been provided the same interview questions in advance. Candidates may sit in the audience to listen to other candidates' interviews. Each interview is expected to be 20 minutes. Candidates have been assigned the following interview times:

1:15 PM Jason Lundgren

1:40 PM Sharon Waters

2:05 PM John Bangsund

2:30 PM Joel Martinez

2:55 PM Robert Parrish

3:20 PM Richard Brinkman

3:45 PM Gary Thebault

- 2 Following the Interview of Candidates, the Council will recess to an executive session to discuss and evaluate the qualifications of each candidate.
- 3 The Council resumes the Special Meeting and selects a candidate:
 - a. Council members are provided a ballot with the list of the seven candidates and each member identifies their top two candidates and signs their ballot.
 - b. All ballots are collected and for each ballot the City Clerk reads aloud the Council member's name and the two selected candidates. Votes are tallied and the two candidates that receive the most votes are identified. In the event of a tie (except a tie among the top two), the process is repeated until two candidates only are identified with the most votes.
 - c. Once the top two candidates are identified, the Council is polled on identifying who their top candidate is of the remaining two candidates. Votes are tallied. In the event of a tie, the Mayor will provide the tie breaking vote.

- d. A motion is made, seconded, and voted upon to appoint the candidate receiving the most votes. In the event of a tie on the motion, the Mayor will provide the tie breaking vote.

Alternative B:

- 1 Council will conduct a public interview of candidates. All candidates have been provided the same interview questions in advance. Candidates may sit in the audience to listen to other candidates' interviews. Each interview is expected to be 20 minutes. Candidates have been assigned the following interview times:
 - 1:15 PM Jason Lundgren
 - 1:40 PM Sharon Waters
 - 2:05 PM John Bangsund
 - 2:30 PM Joel Martinez
 - 2:55 PM Robert Parrish
 - 3:20 PM Richard Brinkman
 - 3:45 PM Gary Thebault
- 2 Following the Interview of Candidates, the Council will recess to an executive session to discuss and evaluate the qualifications of each candidate.
- 3 The Council resumes the Special Meeting and selects a candidate:
 - a. Council members are provided a ballot with the list of the seven candidates. Each member identifies two candidates on a ballot.
 - b. All ballots are collected and the City Clerk reads aloud the votes on all ballots. Votes are tallied and the two candidates that received the most votes are identified. In the event of a tie (except a tie among the top two), the process is repeated until two candidates only are identified with the most votes.
 - c. Once the top two candidates are identified, the Council is provided a ballot identifying the top two candidates. Ballots are collected and votes are tallied. In the event of a tie, the Mayor will provide the tie breaking vote.
 - d. A motion is made, seconded and voted upon to appoint the candidate receiving the most votes. In the event of a tie on the motion, the Mayor will provide the tie breaking vote.

MOTION: *The City Council selects Alternative ____ as the process to interview and select the candidate to appoint to the Position #6 vacant council seat.*

2. Conduct Candidate Interviews for Open Position No. 6 City Council Seat

This time is allocated for the interviews to be conducted, no motion is necessary for this portion of the meeting. In prior appointment processes council members have asked interviewees to step out of the room during other candidates interviews to allow for a fair process to each candidate whereas one candidate does not benefit from the question and answer process occurring with each preceding their individual interview. It is acceptable to request this; however, it is the legal right of each candidate to choose not to leave the room as this process is an open public process and all members are allowed to be present with exception to Executive Session.

3. Motion to Appoint Candidate to Open Position No. 6 City Council Seat

This item will be the final step to appoint the top candidate to the open position on the City Council.

***MOTION:** The Leavenworth City Council moves to appoint _____ to fill the vacancy of Position Number 6 of the Leavenworth City Council effective April 20, 2016 through the term of office, December 31, 2017.*

PACKET ATTACHMENTS:

With each Candidates Packet Information

- Letter of Interest
- Completed Application
- Interview Questions for Wednesday's Interview