



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson - *Mayor Pro Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Richard Brinkman
Position No. 5 - Vacant
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL SPECIAL MEETING AGENDA

Leavenworth City Hall - Council Chambers

October 18, 2016 5:00 PM

Call to Order

Flag Salute

Roll Call

Resolutions, Ordinances, Orders and Other Business

1. Discuss: Conduct Candidate Interviews for Open Position No. 5 City Council Seat

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

2. Action: Motion to Appoint Candidate to Open Position No. 5 City Council Seat

Adjournment

(Next Ordinance is 1532 - Next Resolution is 15-2016)

CONSENT AGENDA

1. Conduct Candidate Interviews for Open Position No. 5 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. 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.

Council will conduct a public interview of candidates. All candidates have been provided the same interview questions in advance. Candidates will be asked not to be in attendance of the other candidate interviews. Each interview is expected to be approximately 20 minutes. Candidates have been assigned the following interview times:

5:05 PM John Bangsund

5:30 PM Sharon Waters

- A. Following the Interview of Candidates, the Council will recess to an executive session to discuss and evaluate the qualifications of each candidate.
- B. The Council resumes the Special Meeting and selects a candidate:
 - i. Council members are provided a ballot with the two candidates. Each member identifies a candidate on a ballot.
 - ii. All ballots are collected and the City Clerk reads aloud the votes on all ballots. Votes are tallied. In the event of a tie on the motion, the Mayor will provide the tie breaking vote.

2. Motion to Appoint Candidate to Open Position No. 5 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 5 of the Leavenworth City Council effective October 18, 2016 through the term of office, December 31, 2017.*

PACKET ATTACHMENTS:

With each Candidates Packet Information

- Letter of Interest
- Completed Application