

**GOLDENDALE CITY COUNCIL  
REGULAR MEETING  
JULY 6, 2021  
7:00 PM**

**NOTE: THIS MEETING IS BEING HELD REMOTELY BY TELEPHONE AND ZOOM VIDEO. TO PARTICIPATE YOU WILL NEED TO CALL 415-762-9988. THE MEETING ID NUMBER IS 373 290 5204. YOU WILL BE ABLE TO CALL IN AT 6:45. YOU CAN FIND THE INSTRUCTIONS FOR ZOOM ON THE WEBSITE.**

- A. Call to Order
  - 1. Pledge of Allegiance
- B. Roll Call
- C. Public Hearing
- D. Agenda
  - 1. Approval of Agenda
  - 2. Consent Agenda
    - a. Approval of Minutes
    - b. Claims
    - c. Payroll
    - d. Other
- E. Presentations
  - 1. Leslie Hiebert – Hospital Bond Proposal
- F. Department Reports
- G. Council Business
  - 1. Council Appointment Interviews/Selection
    - a. Steve Johnston
    - b. Dave Jones
    - c. Theone Wheeler
    - d. Darlene Williamson
    - e. Laurie Lyon
- H. Resolutions
- I. Ordinances
- J. Report of Officers and City Administrator – Larry, Council, Mayor
- K. Public Comment – 3 Minute Limit (If you are going to be more than 3 minutes, please request a presentation for the following council meeting)
- L. Executive Session
- M. Adjournment

NEXT REGULAR COUNCIL MEETING WILL BE ON JULY 19, 2021 AT 7:00 PM.

**AGENDA TITLE: CONSENT AGENDA**

**DATE: JULY 6, 2021**

**ACTION REQUIRED:**

ORDINANCE \_\_\_\_\_ COUNCIL INFORMATION  X   
RESOLUTION \_\_\_\_\_ OTHER \_\_\_\_\_  
MOTION  X

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**EXPLANATION:**

The consent agenda includes the following:  
Minutes of the June 21, 2021 regular council meeting, first pay period June checks #54577 – 54584, 901326, direct deposit 6/22/2021 in the amount of \$117,156.35, July 6, 2021 claims checks #54585 – 54610 in the amount of \$21,027.99, voided checks #54575 - 54576.

**FISCAL IMPACT:**

Payroll checks in the amount of \$117,156.35, claims checks in the amount of \$21,027.99.

**ALTERNATIVES:**

Approve the consent agenda.  
Remove certain items from the consent agenda for further discussion.

**STAFF RECOMMENDATION:**

Approve the consent agenda

**MOTION:**

**I MOVE TO APPROVE THE CONSENT AGENDA.**

**GOLDENDALE CITY COUNCIL  
REGULAR MEETING  
JUNE 21, 2021  
7:00 PM**

Mayor Michael A Canon called to order the regular meeting of the Goldendale City Council followed by the Pledge of Allegiance.

**Roll Call**

**Council Present:** Mayor Michael A Canon (Not voting), Council Member Andy Halm, Council Member Filiberto Ontiveros, Council Member Loren Meagher, Council Member Miland Walling.

**Staff Present:** City Administrator Larry Bellamy (Not voting), Clerk-Treasurer Connie Byers (Not voting), Fire Chief Asst. Steven Randall (Not voting), Police Sargent Leo Lucatero (Not voting).

**Agenda and Consent Agenda**

**Motion:** I move to approve the agenda and consent agenda., **Action:** Motion, **Moved by** Council Member Andy Halm, **Seconded by** Council Member Loren Meagher. Motion passed unanimously.

Steven reminded everyone that the fire danger is high.

**Executive Session**

7:06 pm RCW 42.30.110 (h)

**Motion:** I move to go into executive session for 20 minutes., **Action:** Motion, **Moved by** Council Member Miland Walling, **Seconded by** Council Member Andy Halm. Motion passed unanimously.

Executive session was extended 5 minutes.

Came out of executive session at 7:30 pm

**Filling Council Vacancies**

**Motion:** I move to appoint Ellie Casey to Shannon Middleton's position number 6., **Action:** Motion, **Moved by** Council Member Loren Meagher, **Seconded by** Council Member Andy Halm. Motion passed unanimously.

Ellie was given the oath of office and took her seat at the council table.

Andy stated that we should fill the other positions at the next council meeting so we can do interviews.

### **Report of Officers and City Administrator**

Larry reported on the financial status for the city.

Andy announced the first family friendly gay pride event on July 31<sup>st</sup>.

Mayor Canon reminded everyone of the fire danger.

### **Adjournment**

**Motion:** I move to adjourn the meeting., **Action:** Motion, **Moved by** Council Member Andy Halm, **Seconded by** Council Member Loren Meagher.  
Motion passed unanimously.

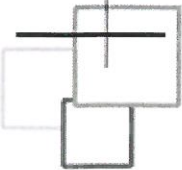
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Michael A Canon, Mayor

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Connie Byers, Clerk-Treasurer

# Register



Fiscal: 2021  
 Deposit Period: 2021 - Jun 2021  
 Check Period: 2021 - Jun 2021 - 2nd Council Jun 2021

| Number                     | Name                             | Print Date | Clearing Date   | Amount             |
|----------------------------|----------------------------------|------------|-----------------|--------------------|
| <b>Columbia State Bank</b> |                                  |            |                 |                    |
| <b>Check</b>               | <b>20016310</b>                  |            |                 |                    |
| 54585                      | US Post Office                   | 6/28/2021  |                 | \$1,628.29         |
| 54586                      | Aramark Uniform Serv Inc         | 7/6/2021   |                 | \$600.56           |
| 54587                      | AT&T Mobility                    | 7/6/2021   |                 | \$57.73            |
| 54588                      | Backdraft OpCo LLC               | 7/6/2021   |                 | \$2,561.73         |
| 54589                      | Bohn's Printing                  | 7/6/2021   |                 | \$316.47           |
| 54590                      | Book Nook, The                   | 7/6/2021   |                 | \$17.21            |
| 54591                      | Browning Fire Extinguisher       | 7/6/2021   |                 | \$221.45           |
| 54592                      | Centurylink AZ                   | 7/6/2021   |                 | \$77.94            |
| 54593                      | Communications Northwest         | 7/6/2021   |                 | \$338.61           |
| 54594                      | General Store                    | 7/6/2021   |                 | \$43.17            |
| 54595                      | Goldendale Auto Supply           | 7/6/2021   |                 | \$7.25             |
| 54596                      | Goldendale Sentinel              | 7/6/2021   |                 | \$351.25           |
| 54597                      | Goldendale, City of              | 7/6/2021   |                 | \$253.44           |
| 54598                      | Gorge Networks                   | 7/6/2021   |                 | \$857.94           |
| 54599                      | Gwendolyn L Grundei              | 7/6/2021   |                 | \$5,000.00         |
| 54600                      | Hattenhauer Energy Co LLC        | 7/6/2021   |                 | \$2,075.80         |
| 54601                      | Inductive Automation LLC         | 7/6/2021   |                 | \$1,827.50         |
| 54602                      | Krystal L Smith                  | 7/6/2021   |                 | \$1,275.00         |
| 54603                      | L N Curtis & Sons                | 7/6/2021   |                 | \$89.20            |
| 54604                      | L Paul Schneider Ph.D., ABPP     | 7/6/2021   |                 | \$475.00           |
| 54605                      | MES Northwest                    | 7/6/2021   |                 | \$891.18           |
| 54606                      | Quill Corporation                | 7/6/2021   |                 | \$77.03            |
| 54607                      | Sawyer's True Value              | 7/6/2021   |                 | \$69.93            |
| 54608                      | Sirenet.com                      | 7/6/2021   |                 | \$519.23           |
| 54609                      | Vision Municipal Solutions Llc   | 7/6/2021   |                 | \$995.08           |
| 54610                      | WSCAA WA State Com Airport Assoc | 7/6/2021   |                 | \$400.00           |
|                            | <b>Total</b>                     |            | <b>Check</b>    | <b>\$21,027.99</b> |
|                            | <b>Total</b>                     |            | <b>20016310</b> | <b>\$21,027.99</b> |
|                            | <b>Grand Total</b>               |            |                 | <b>\$21,027.99</b> |

# Register Activity

Fiscal: 2021

Period: 2021 - Jun 2021

Council Date: 2021 - Jun 2021 - 2nd Council Jun 2021

| Reference                             | Date                            | Amount            | Notes   |
|---------------------------------------|---------------------------------|-------------------|---|
| <b>Reference Number: 54585</b>        | <b>US Post Office</b>           | <b>\$1,628.29</b> |   |
| <u>Invoice - 6/28/2021 8:48:47 AM</u> | 6/28/2021                       | \$1,628.29        | ccr mailing   |
| <b>Reference Number: 54586</b>        | <b>Aramark Uniform Serv Inc</b> | <b>\$600.56</b>   |   |
| <u>529000049041</u>                   | 6/1/2021                        | \$23.44           | service   |
| <u>529000049068</u>                   | 6/1/2021                        | \$38.59           | service   |
| <u>529000049073</u>                   | 6/1/2021                        | \$30.55           | service   |
| <u>529000049091</u>                   | 6/1/2021                        | \$16.67           | service   |
| <u>529000053295</u>                   | 6/8/2021                        | \$23.44           | service   |
| <u>529000053325</u>                   | 6/8/2021                        | \$38.59           | service   |
| <u>529000053331</u>                   | 6/8/2021                        | \$30.55           | service   |
| <u>529000053342</u>                   | 6/8/2021                        | \$16.67           | service   |
| <u>529000057903</u>                   | 6/15/2021                       | \$23.44           | service   |
| <u>529000057924</u>                   | 6/15/2021                       | \$38.59           | service   |
| <u>529000057928</u>                   | 6/15/2021                       | \$30.55           | service   |
| <u>529000057936</u>                   | 6/15/2021                       | \$16.67           | service   |
| <u>529000062121</u>                   | 6/22/2021                       | \$23.44           | service   |
| <u>529000062143</u>                   | 6/22/2021                       | \$38.59           | service   |
| <u>529000062150</u>                   | 6/22/2021                       | \$30.55           | service   |
| <u>529000062158</u>                   | 6/22/2021                       | \$16.67           | service   |
| <u>529000067312</u>                   | 6/29/2021                       | \$67.85           | service   |
| <u>529000067334</u>                   | 6/29/2021                       | \$48.49           | service   |
| <u>529000067355</u>                   | 6/29/2021                       | \$30.55           | service   |
| <u>529000067395</u>                   | 6/29/2021                       | \$16.67           | service   |
| <b>Reference Number: 54587</b>        | <b>AT&amp;T Mobility</b>        | <b>\$57.73</b>    |   |
| <u>287258483135X06182021</u>          | 6/10/2021                       | \$57.73           |   |
| <b>Reference Number: 54588</b>        | <b>Backdraft OpCo LLC</b>       | <b>\$2,561.73</b> |   |
| <u>INV2102045</u>                     | 4/5/2021                        | \$2,561.73        | fp-1 fire package, active911 interface, base-4.3 silver package |
| <b>Reference Number: 54589</b>        | <b>Bohn's Printing</b>          | <b>\$316.47</b>   |   |
| <u>82434</u>                          | 6/28/2021                       | \$249.44          | ch  |
| <u>82435</u>                          | 6/28/2021                       | \$17.19           | fd  |
| <u>82436</u>                          | 6/28/2021                       | \$49.84           | pd  |

| Reference  | Date                                      | Amount                       | Notes                          |
|--|---|------------------------------|--------------------------------|
| Reference Number: 54590<br><u>704692</u><br><u>988424</u>        | Book Nook, The<br>4/20/2021<br>6/24/2021  | \$17.21<br>\$5.38<br>\$11.83 | 6x2 plate<br>name plaque       |
| Reference Number: 54591<br><u>100328</u>                         | Browning Fire Extinguisher<br>6/18/2021   | \$221.45<br>\$221.45         | abc regular maint and recharge |
| Reference Number: 54592<br>Invoice - <u>6/28/2021 4:20:25 PM</u> | Centurylink AZ<br>6/28/2021               | \$77.94<br>\$77.94           | long distance                  |
| Reference Number: 54593<br><u>71295</u>                          | Communications Northwest<br>6/23/2021     | \$338.61<br>\$338.61         | speaker                        |
| Reference Number: 54594<br><u>1714192.1</u>                      | General Store<br>6/29/2021                | \$43.17<br>\$43.17           | folder, marker....             |
| Reference Number: 54595<br><u>S5-6727555</u>                     | Goldendale Auto Supply<br>6/16/2021       | \$7.25<br>\$7.25             | nuts and bolts                 |
| Reference Number: 54596<br><u>153857.1</u>                       | Goldendale Sentinel<br>6/24/2021          | \$351.25<br>\$351.25         | kc fair and rodeo              |
| Reference Number: 54597<br><u>21-119</u>                         | Goldendale, City of<br>5/10/2021          | \$253.44<br>\$253.44         | bulk water                     |
| Reference Number: 54598<br><u>I-1782739</u>                      | Gorge Networks<br>6/17/2021               | \$857.94<br>\$857.94         | dsl                            |
| Reference Number: 54599<br>Invoice - <u>6/29/2021 8:11:30 AM</u> | Gwendolyn L Grundei<br>6/29/2021          | \$5,000.00<br>\$5,000.00     | june services                  |
| Reference Number: 54600<br><u>CL98530</u>                        | Hattenhauer Energy Co LLC<br>6/15/2021    | \$2,075.80<br>\$2,075.80     | fuel                           |
| Reference Number: 54601<br><u>1203617</u>                        | Inductive Automation LLC<br>6/16/2021     | \$1,827.50<br>\$1,827.50     | basiccare support              |
| Reference Number: 54602<br><u>346655</u>                         | Krystal L Smith<br>6/30/2021              | \$1,275.00<br>\$1,275.00     | june services                  |
| Reference Number: 54603<br><u>INV499421</u>                      | L N Curtis & Sons<br>6/17/2021            | \$89.20<br>\$89.20           | boots                          |
| Reference Number: 54604<br><u>68</u>                             | L Paul Schneider Ph.D., ABPP<br>6/14/2021 | \$475.00<br>\$475.00         | nolan randall                  |

| Reference  | Date  | Amount  | Notes  |
|--|---|---|--|
| <b>Reference Number: 54605</b><br><u>IN1591686</u>   | <b>MES Northwest</b><br>6/22/2021   | <b>\$891.18</b><br>\$891.18                         | vulcan 180 vehicle mount system  |
| <b>Reference Number: 54606</b><br><u>17246021</u>  | <b>Quill Corporation</b><br>6/7/2021  | <b>\$77.03</b><br>\$77.03                           | paper, paper bowls   |
| <b>Reference Number: 54607</b><br><u>493519</u>  | <b>Sawyer's True Value</b><br>6/16/2021   | <b>\$69.93</b><br>\$69.93                           | service labor, throttle trigger  |
| <b>Reference Number: 54608</b><br><u>0256849</u>   | <b>Sirennet.com</b><br>6/17/2021  | <b>\$519.23</b><br>\$519.23                         | led flat mt  |
| <b>Reference Number: 54609</b><br><u>662Z</u>  | <b>Vision Municipal Solutions Lic</b><br>6/23/2021  | <b>\$995.08</b><br>\$995.08                         | utility bill mailing   |
| <b>Reference Number: 54610</b><br><u>Invoice - 6/29/2021 9:30:16 AM</u><br><u>Invoice - 6/29/2021 9:32:05 AM</u><br><u>Invoice - 6/29/2021 9:32:31 AM</u><br><u>Invoice - 6/29/2021 9:32:59 AM</u> | <b>WSCAA WA State Com Airport Assoc</b><br>6/29/2021<br>6/29/2021<br>6/29/2021<br>6/29/2021 | <b>\$400.00</b><br>\$100.00<br>\$100.00<br>\$100.00 | registration/bellamy<br>registration/canon<br>registration/walling<br>public airport sponsor |

# Register

| Number               | Name                                | Fiscal Description                     | Cleared | Amount              |
|----------------------|-------------------------------------|--|---------|---------------------|
| 54577                | Council Trust Acct.                 | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$1,143.05          |
| 54578                | Deferred Comp Program               | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$380.00            |
| 54579                | Dept of Labor & Industries          | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$2,795.82          |
| 54580                | Dept of Retirement                  | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$12,714.86         |
| 54581                | Employment Security                 | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$142.32            |
| 54582                | Goldendale, City of                 | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$100.00            |
| 54583                | ICMA Retirement Trust (Plan 302195) | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$112.50            |
| 54584                | Vimily Benefit Solutions Inc        | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$31,785.98         |
| 901326               | City of Goldendale                  | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$18,951.10         |
| Direct Deposit Run - | Payroll Vendor                      | 2021 - Jun 2021 - 1st Council Jun 2021 |         | \$49,030.72         |
| 6/22/2021            |                                     |  |         | <b>\$117,156.35</b> |

AGENDA BILL: G1

AGENDA TITLE: COUNCIL APPOINTMENT  
INTERVIEWS/SELECTION

DATE: JULY 6, 2021

**ACTION REQUIRED:**

ORDINANCE \_\_\_\_\_ COUNCIL INFORMATION \_\_\_\_\_ X \_\_\_\_\_

RESOLUTION \_\_\_\_\_ OTHER \_\_\_\_\_

MOTION \_\_\_\_\_ X \_\_\_\_\_

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**EXPLANATION:**

See Larry Bellamy's attached memo.

**FISCAL IMPACT:**

**ALTERNATIVES:**

**STAFF RECOMMENDATION:**

**MOTION:**

# MEMORANDUM

**Date:** 06/17/2021

**To:** Mayor and Council

**Cc:** Department Heads

**From:** Larry Bellamy, City Administrator

**RE:** Filling Council Vacancies

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## Background:

1. Now there are two council vacancies (positions 5 and 7) that should be filled. Position 6 was filled by Ellie Casey at the council meeting on June 21.
2. At that same meeting, the council concurred that they should hold interviews for the two remaining open council positions on Tuesday, July 5 (copies of sample interview questions are attached, in case you want to use them) and selection by a vote or by motion.
3. Kevin Fieock's resignation notice was dated June 3 and was effective June 17. Four (4) letters of intent were submitted during this timetable (see attached).
4. Included with this memorandum is some information from Municipal Resource Services Council MRSC which outlines the legal requirements of filling a vacancy in a City Council.

## Here is the status of the open positions for council:

1. Julie Buck held Position #7. Notice of her resignation was announced at the May 17, 2021, council meeting. The open filing for this position occurred the week of May 17-21. The appointment for this position ends November 23, 2021. Steve Johnston has filed for this elective position and is running unopposed. Whomever the council appoints to this position, that person will serve until November 23. The winner of the election would be eligible to take the oath of office at that time. The term for the elected person to Position #7 is December 31, 2025.
2. Kevin Fieock held Position #5. During the open filing period, Mr. Fieock filed for this position and was running unopposed. Notice of his resignation, however, was announced at the June 3, 2021, council meeting and he gave a 2-week notice, making his resignation effective June 17, 2021. Four (4) letters of intent were submitted for this position. Since

MEMORANDUM

Mr. Fieock has already resigned, the person appointed to fill his position, can serve until December 31, 2023.

## Sample Questions for Councilmember Interviews

Candidate Name:

1. Mayor \_\_\_\_\_ Briefly describe your educational background, work experience and community service activities.
  
2. \_\_\_\_\_ Why are you interested in serving on the council and what do you hope to accomplish?
  
3. \_\_\_\_\_ What assets or strengths do you bring to the City Council?
  
4. \_\_\_\_\_ What is your vision for our city and community?
  
5. \_\_\_\_\_ What are the two highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
  
6. \_\_\_\_\_ What do you think are the most important issues facing the City in the next two to five years.
  
7. \_\_\_\_\_ How do you plan to facilitate or foster economic growth and development in Goldendale?
  
8. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Mayor Are there any follow-up clarification questions?
- Mayor Does the applicant have any questions for the Council?
-

Letter of Intent for  
vacant Goldendale City Council Position

Dave Jones 915 S. Klickitat St

Goldendale High School Class of '93

RECEIVED  
JUN 09 2021  
BY: *JW*

Local Grocer for 29 years, current member of  
the Goldendale High School CTE advisory board,  
Goldendale Jaycee (retired).

Current and projected future time availability:

- Monday - anytime after 5:10 pm
- Tuesday - anytime after 5:10 pm
- Wednesday - 5:10 pm until 6:15 pm
- Friday - emergencies or special circumstances only
- Saturday - any time after 2:00 pm unless  
for a special event.
- Sunday - available for special circumstances on events

Thanks -

*Dave Jones*

phone 509-250-2870

# Theone M Wheeler

Goldendale citizen

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**Theone Wheeler**  
409 East Main St  
Goldendale, Wa 98620  
509.767.7396  
theone.wheeler@gmail.com

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LETTER OF APPOINTMENT

06/10/2021

Dear City Council Members:

This letter confirms the mutual interest to appoint a reliable and competent citizen of the City of Goldendale, with regards to City Council Position #5.

Herein follows;

I Theone Wheeler am submitting this letter with the intention to join the Goldendale City Council as an appointee to position #5.

I've been a part of this community since 1990 and graduated from Goldendale high School in 1998. I frequently attend City Council meetings even during this past year on Zoom. I believe I was one of only a few citizens to engage in public comment periodically during 2020.

I have an entrepreneurial spirit. I possess many useful skills as I've been a business owner and employer here in Goldendale since 2017. I'm a hard working law abiding citizen. I'm friendly and outgoing. I have been the Secretary of our local Kiwanis club for 3+ years and enjoy volunteering for a number of businesses and charitable organizations in Goldendale and surrounding areas.

Although my knowledge of government is limited I am open and eager to learn without any preconceived notions or agendas. My compassion for this community and its citizens is great and I feel that I would be an asset to the Goldendale City Council in its efforts to maintain the lawfulness, growth and progressiveness of the City. With the discretion of the council I humbly ask for the opportunity to be recognized as an appointee candidate.

I understand there is an immediate need of fulfilment for this position. Respectively, I will be abroad from June 14th, 2021 until July 5th, 2021 at which time I am willing and available to meet in person for the interviewing process and introduction of duties for position #5.

I understand that the completion of the Prospective Appointee Position is anticipated to take place on 12/31/2021 with the possibility of extension into 2022.

As a potential candidate for the Prospective Appointee Position, I am aware this is a volunteer position and understand my obligations to fulfill the duties put forth by the state of Washington, the city of Goldendale and the Goldendale City Council.

Should my acceptance of the Prospective Appointee Position be approved, I understand there will be fiscal compensation for my service following the completion of formal legal oaths and documentation.

**Very Respectfully,**  
Theone M Wheeler

## Larry Bellamy

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**From:** Darlene Williamson <hotrods@gorge.net>  
**Sent:** Friday, June 18, 2021 1:56 PM  
**To:** Larry Bellamy  
**Subject:** [EXTERNAL] City council

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This letter is a letter of interest for city council position. I Darlene Williamson have lived in this town all my life ( a very long time ) lol and I have always had this city in my best intersection. I think I bring a lot of knowledge and effort with me about this town. I have brought problems to the city but I try to bring solutions. I think I would be a great person for this position because of my long knowledge and care for goldendale. I have had a Buisness here for 13 years I see the struggles that come with a small Buisness owner and I think that makes me more beneficial for the position. I listen and I'm not afraid to speak my mind ( we know that) and to stick up for the city council and what's right. So I think it would be a great opportunity for both the city and me if you consider me for city council and I would give it my all and best. Thank you Darlene Williamson

Sent from my iPhone

## Connie Byers

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**From:** Lann Lyon <lannlyon76@gmail.com>  
**Sent:** Sunday, June 20, 2021 11:11 AM  
**To:** Michael Canon; Larry Bellamy  
**Cc:** Connie Byers  
**Subject:** [EXTERNAL] City Council - Letter of Intent

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**Laurie A. Lyon**  
412 S. Washington Street  
Goldendale, WA 98620

June 20, 2021

*Sent via email*

Mayor Michael A. Canon  
[mcanon@ci.goldendale.wa.us](mailto:mcanon@ci.goldendale.wa.us)

City Administrator Larry Bellamy  
[lbellamy@ci.goldendale.wa.us](mailto:lbellamy@ci.goldendale.wa.us)

City of Goldendale  
1103 S Columbus Ave.  
Goldendale, WA 98620

Re: Letter of Intent

Dear Mayor Canon, Mr. Bellamy and distinguished City Council Members:

My name is Laurie A. Lyon. Kindly accept this letter as my Letter of Intent for the recently vacated Position Five seat for Goldendale City Council.

My family moved from the Yakima Valley to the Goldendale area in 2015. My husband, Scott, and I bought our house in Goldendale in 2019. We have four young children; Chance (12), Cannon (10), Scottie (5), and Ronika (3). The City of Goldendale has been a wonderful fit for my family.

By way of vocational experience, I have been a Certified Paralegal since 1994 had worked in the legal community in Yakima and the Tri-Cities for almost 20 years. I have been able to be a "stay home mom" since we moved to the area, which allows me to be involved with community, such as serving as Co-Chair of the Parent Committee of Goldendale Head Start, Policy Council member for the Mid- Columbia Children Council and Board member of Goldendale Little League.

My children are thriving in Goldendale, and, therefore I have a vested interest in Goldendale and the local community. I feel that at this point in my life I have the knowledge and time to devote to this important position. If I should get elected to Goldendale City Council, I will focus on responsible fiscal decision making, supporting our local business and schools, and work toward offering more opportunities for our local youth. I will work to equitably ensure that the City of Goldendale has positive effects on our quality of life and not be intrusive to the residents. I would do my best to ensure that all of our businesses and residents have a voice in making the

decisions that are in the best interest of the City of Goldendale, its businesses and its residents. My interest is in the prosperity of the City of Goldendale, as I plan on raising my children in this community.

Very truly yours,

Laurie A. Lyon

cc: Connie Byers - [cbyers@ci.goldendale.wa.us](mailto:cbyers@ci.goldendale.wa.us)

## Filling a Vacancy in City or Town Councils

September 8, 2020 by [MRSC Insight](#)

Category: [Legislative Body](#)



MRSC often gets questions regarding how to handle vacancies on city or town councils. This post addresses the basics.

### When Does a Vacancy Occur?

Per [RCW 42.12.010](#), vacancies on a governing body can occur due to death, resignation, removal, loss of residency, conviction of a felony, refusal to take the oath of office, breach of duties, or voiding of an

election.

### When is a resignation of an elected official effective?

Until 2002, the common law rule in Washington was that the resignation of an elected official was a two-step process — the announcement of the resignation and the acceptance of this resignation by the governing body. However, the state court of appeals in [State ex rel. Munroe v. Poulsbo](#), 109 Wn. App. 672 (2002), held that the second step was no longer required. Instead, the court found that the mere announcement of a resignation meant to be effective immediately (e.g., a councilmember standing up and shouting, “I quit!” during a council meeting) was enough to complete the resignation process.

Resignation can also be made to be effective at some future date, but even then, the elected official may withdraw the resignation at any point up until the time specified for the resignation to be effective. Once the specified time for the resignation is reached, it is automatically effective without any further action being required by the governing body.

### Residency requirements

In [RCW 42.12.010](#), vacancy of an elective office due to residency loss is noted as:

ceasing to be a legally registered voter of the district, county, city, town, or other municipal or quasi municipal corporation from which he or she shall have been elected or appointed, including where applicable the council district, commissioner district, or ward from which he or she shall have been elected or appointed.

To continue to be a legally registered voter, a person must maintain residence in the precinct in which they are registered. See [RCW 29A.08.010\(2\)](#). "Residence" in this context means "a person's permanent address where he or she physically resides and maintains his or her abode." See [RCW 29A.04.151](#).

## How to Fill a Vacancy

If there is a vacancy, a replacement needs to be appointed by the governing body. But how?

[RCW 42.12.070\(1\)](#) addresses filling non-partisan vacancies: "(T)he remaining members of the governing body shall appoint a qualified person to fill the vacant position." If there is more than one vacancy to fill, one position is filled first and then, with that added appointee, a vote is taken to fill the other position(s). *Id.* If, due to vacancies, there is only one councilmember remaining or if all council positions are vacant, the county legislative authority appoints a qualified person or persons until the council has two members who can then begin the appointment of the remaining members.

The appointment of a new councilmember should be made within 90 days of a vacancy's occurrence. If an appointment does not occur by then, the city council loses its authority to fill this seat. Then the county legislative body, within 180 days of the vacancy's occurrence, makes the appointment ([RCW 42.12.070\(4\)](#)). If the county legislative authority fails to make the appointment within that time period, the governor may be petitioned by the city council or county legislative authority to do so. *Id.*

One final note: The resigning councilmember can participate in the process of filling the vacancy *before* the vacancy actually occurs — advertising for interested candidates, gathering background information, and so on — but cannot participate in any vote *to fill* the position because, technically, the vacancy does not yet exist. See [AGO 1978 No. 20](#). Whether the resigning councilmember can vote on who to interview (and effectively vote to exclude applicants from the pool) is a grey area and should be reviewed with legal counsel.

## What are the appointee requirements?

The person appointed to the position must have the same qualifications at the time of appointment as would a person elected into the position. In second-class cities, code cities, and in towns, this person must be a registered voter and a city or town resident. (See [RCW 35.23.031](#) for second class cities; [RCW 35.27.080](#) for towns; and [RCW 35A.12.030](#) and [35A.13.020](#) for code cities). The code city statutes also provide that the person must be a resident of the city for a period of at least one year preceding their appointment. Cities with wards or districts also require that some or all council positions be filled by a resident of the particular ward or district.

The first-class city statutes are silent as to eligibility requirements, but a general statute, [RCW 42.04.020](#), requires that a person must be a U.S. citizen and an "elector" of the jurisdiction to hold any elective office. [Article six, section 1](#) of Washington State Constitution defines an elector as a person who is a U.S. citizen, 18 years of age or older, and a resident in the state, county, and precinct at least 30 days immediately preceding the election.

## Making the Appointment

What process should be followed to make the actual appointment? Must the vacancy be advertised? Are applications required? The answer is that there is no particular process that must be followed; the council itself determines the process to use. Some cities advertise vacancies online and some advertise the application process itself. The council may interview candidates or ask for written responses to questions.

The Open Public Meetings Act directs that any interviews of candidates for appointment to elective office must be held in a meeting open to the public. However, the evaluation of candidate qualifications may be done in executive session during an open public meeting. See RCW 42.30.110(1)(h).

Whatever process is used, the remaining councilmembers must vote on the appointment. If there is a tie vote among the members on the appointment, some jurisdictions allow the mayor to cast a tie-breaking vote.

## Once a New Member is Appointed

Before assuming office, the appointee must take the oath of office and post a bond if a bond is required pursuant to local ordinance or charter. Per RCW 42.30.205, the appointee must also obtain open government training within 90 days of assuming office, just as any elected official must do.

The appointed councilmember serves until a qualified person is elected at the next general municipal election at which a council seat is usually on the ballot. If a vacancy occurs in first year of a term, the appointee will serve until the next general election and the person who wins will immediately take office and serves a "short term" of the remainder. If the vacancy occurs in the third year, the appointee will serve until the next general election and the winner will immediately take office and then continue to serve their full four-year term.

## Resources

Here are examples of procedures cities have adopted for filling vacancies.

- Bothell City Council Protocol Manual Sec 10.02 – Describes the appointment process, from advertising the position to voting on a candidate.
- Sequim City Council Rules of Procedure Sec 3.4 – Describes the appointment process and the application for appointment to the city council lists eligibility requirements.
- Lacey Council Policies - Procedures Manual Sec 2.09 – Describes the appointment process and also includes how a councilmember must resign. The city advertises board and commission vacancies online.
- Vancouver Policy and Procedure # 100-38 – This 6-page documents covers filling council vacancies.

*MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one Ask MRSC service to get answers to legal, policy, or financial questions.*



About MRSC Insight

**RCW 42.12.070****Filling nonpartisan vacancies.**

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

(1) Where one position is vacant, the remaining members of the governing body shall appoint a qualified person to fill the vacant position.

(2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.

(3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.

(4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.

(5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

(6) As provided in chapter 29A.24 RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

[ 2013 c 11 § 89; 2011 c 349 § 28; 1994 c 223 § 1.]

**NOTES:**

**Effective date—2011 c 349 §§ 10-12, 27, 28, and 30:** See note following RCW 29A.24.171.

## **Chapter 2.04 CITY COUNCIL**

Sections:

- 2.04.010 Election--Eligibility--Tenure.**
- 2.04.020 Authority.**
- 2.04.030 Meetings.**
- 2.04.040 Special meetings.**
- 2.04.050 Presiding officers.**
- 2.04.060 Quorum.**
- 2.04.070 Committees, boards, commissions and task forces.**
- 2.04.075 Standing committees.**
- 2.04.080 Records.**
- 2.04.090 Disturbing meetings.**
- 2.04.100 Sergeant-at-arms.**
- 2.04.110 Order of business.**
- 2.04.120 Council action/votes/motions.**
- 2.04.130 Resolutions.**
- 2.04.140 Addressing meetings.**
- 2.04.150 Robert's Rules of Order.**
- 2.04.160 City attorney.**
- 2.04.170 Consideration and adoption of ordinances.**
- 2.04.180 Council library.**

**2.04.190 Secretarial services and travel expenses for council.****2.04.200 Contracts let in open meetings.****2.04.210 Media at council meetings.****2.04.220 Vacancies.****2.04.230 Council involvement in city property.****2.04.240 Request for information.****2.04.010 Election—Eligibility—Tenure.**

The members of the city council shall be elected and serve for such terms as is provided by statute. (Ord. 1182 (part), 1996)

**2.04.020 Authority.**

The Goldendale city council shall be the legislative body of the city government, and in accordance with state statutes, may determine it's own rules of conduct, proceedings and business, and have such powers and duties as provided in this chapter and the Revised Code of Washington, as now or hereafter amended. (Ord. 1182 (part), 1996)

**2.04.030 Meetings.**

A. The regular meetings of the council shall be held on the first and third Monday of each month at the hour of seven p.m.; provided, that if the regular meeting falls on a legal holiday, the meeting shall take place on the next business day at the same hour. Adjourned meetings may be held at such times as the council may determine. All regular meetings of the city council shall be held at the council chambers in the city hall at Goldendale, Washington. Meetings shall last until nine p.m. unless sooner adjourned, with one-half-hour extensions allowed by a majority vote. Unfinished business will be continued to the next regular meeting or recessed to another time.

B. The city council, by majority vote, may cancel or reschedule regular meetings to a different date or time.

C. All official meetings of the council shall be open to the public except for executive sessions, as set forth in RCW [42.30](#), or meetings which are not subject to RCW [42.30](#) such as quasi-judicial hearings or collective bargaining issues, as set forth in RCW [42.30.140](#). Nothing shall prevent the council from holding an executive session during a regular or special meeting.

**2.04.220 Vacancies.**

If a vacancy occurs in the office of a councilmember the council will follow the procedure outlined in RCW 35A.12.050, RCW 42.12.070 and RCW 42.30.060 (2). (Ord. 1182 (part), 1996)

**2.04.230 Council involvement in city property.**

Prior to the acquisition, or sale of city property the price and conditions of such transaction shall first be discussed with and determined by the city council in executive session. (Ord. 1182 (part), 1996)

**2.04.240 Request for information.**

All requests by councilmember(s) for information regarding the status of the city shall be provided to the councilmember(s), in a reasonably expedient manner, relative to developments, trends, conditions and issues in the various functional areas of city government. (Ord. 1182 (part), 1996)

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The Goldendale Municipal Code is current through Ordinance 1502, passed July 20, 2020.

Disclaimer: The city clerk's office has the official version of the Goldendale Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.ci.goldendale.wa.us/>

City Telephone: (509) 773-3771

[Code Publishing Company](#)

**RCW 35A.12.050****Vacancies.**

The office of a mayor or councilmember shall become vacant if the person who is elected or appointed to that position fails to qualify as provided by law, fails to enter upon the duties of that office at the time fixed by law without a justifiable reason, or as provided in RCW 35A.12.060 or 42.12.010. A vacancy in the office of mayor or in the council shall be filled as provided in chapter 42.12 RCW. An incumbent councilmember is eligible to be appointed to fill a vacancy in the office of mayor.

[ 2008 c 50 § 4; 1994 c 223 § 32; 1967 ex.s. c 119 § 35A.12.050.]

**RCW 42.12.070****Filling nonpartisan vacancies.**

A vacancy on an elected nonpartisan governing body of a special purpose district where property ownership is not a qualification to vote, a town, or a city other than a first-class city or a charter code city, shall be filled as follows unless the provisions of law relating to the special district, town, or city provide otherwise:

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(2) Where two or more positions are vacant and two or more members of the governing body remain in office, the remaining members of the governing body shall appoint a qualified person to fill one of the vacant positions, the remaining members of the governing body and the newly appointed person shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled with each of the new appointees participating in each appointment that is made after his or her appointment.

(3) If less than two members of a governing body remain in office, the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person or persons to the governing body until the governing body has two members.

(4) If a governing body fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the authority of the governing body to fill the vacancy shall cease and the county legislative authority of the county in which all or the largest geographic portion of the city, town, or special district is located shall appoint a qualified person to fill the vacancy.

(5) If the county legislative authority of the county fails to appoint a qualified person within one hundred eighty days of the occurrence of the vacancy, the county legislative authority or the remaining members of the governing body of the city, town, or special district may petition the governor to appoint a qualified person to fill the vacancy. The governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the governor fills the vacancy the county legislative authority has not appointed a qualified person to fill the vacancy.

(6) As provided in chapter **29A.24** RCW, each person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected. The person elected shall take office immediately and serve the remainder of the unexpired term.

[ 2013 c 11 § 89; 2011 c 349 § 28; 1994 c 223 § 1.]

**NOTES:**

**Effective date—2011 c 349 §§ 10-12, 27, 28, and 30: See note following RCW 29A.24.171.**

**RCW 42.30.060****Ordinances, rules, resolutions, regulations, etc., adopted at public meetings—  
Notice—Secret voting prohibited.**

(1) No governing body of a public agency shall adopt any ordinance, resolution, rule, regulation, order, or directive, except in a meeting open to the public and then only at a meeting, the date of which is fixed by law or rule, or at a meeting of which notice has been given according to the provisions of this chapter. Any action taken at meetings failing to comply with the provisions of this subsection shall be null and void.

(2) No governing body of a public agency at any meeting required to be open to the public shall vote by secret ballot. Any vote taken in violation of this subsection shall be null and void, and shall be considered an "action" under this chapter.

[ 1989 c 42 § 1; 1971 ex.s. c 250 § 6.]