



AGENDA OF THE SPECIAL SESSION OF THE  
COUNCIL OF THE CITY OF WASHINGTON, IA  
TO BE HELD IN THE  
**COUNCIL CHAMBERS**  
**215 E. WASHINGTON STREET**  
AT 6:45 P.M., TUESDAY, JANUARY 5, 2021

**Call to Order**

**Roll call**

Agenda for the Special Session to be held at 6:45 P.M., Tuesday, January 5, 2021 to be approved as proposed or amended.

**NEW BUSINESS**

1. Discussion and Consideration of Resolution Providing for Notice of Intent to Fill Ward 3 Councilor Vacancy by Appointment.
2. Discussion and Consideration of a Resolution Calling for a Special Election to Fill the Vacancy of Ward 3 Councilor.

**ADJOURNMENT**

*Jaron P. Rosien, Mayor  
Illa Earnest, City Clerk  
Kevin Olson, City Attorney  
Brent Hinson, City Administrator*



*215 East Washington Street  
Washington, Iowa 52353  
(319) 653-6584 Phone  
(319) 653-5273 Fax*

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## **Memorandum**

December 31, 2020

To: Mayor & City Council  
Cc: Sally Hart & Illa Earnest, City Clerks

From: Brent Hinson  
City Administrator

A handwritten signature in blue ink, appearing to be "B. Hinson", is written over the name "Brent Hinson" in the "From:" field.

Re: Council Vacancy

As you all are aware, Ward 3 Councilor Brendan DeLong has announced his intent to resign effective at the end of our regular January 5. Immediately following adjournment of that meeting, the Council is asked to meet in special session (with Brendan no longer a member of Council) to consider its approach for filling this vacancy. Under Iowa law, the Council needs to initiate action within 60 days. The choices are basically as such: 1) Appoint someone to fill the vacancy; or 2) Call for a special election to fill the seat. We have prepared a resolution for each choice to allow us to be as efficient as possible.

In either scenario, the person would fill the unexpired term, and would stand for election in November 2021. It would be relatively easy to get someone seated by the beginning of February if Council chose to appoint.

If the Council calls for a special election, or a petition forces it, the special election cost would likely be \$1,800- \$2,500. Following conversation with the County, they would like to coordinate any special election with the election they are planning to have to fill Supervisor Abe Miller's seat (he recently announced his resignation). They don't anticipate that happening until March 2.

While appointing to fill the vacancy is probably the most common route pursued, this is a decision that is fully in the hands of the Council. There is no right or wrong answer. For your information, I have also attached the expression of interest form we have used in the past when considering appointment to fill a seat.

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION PROVIDING FOR NOTICE OF INTENT TO FILL  
WARD 3 COUNCILOR VACANCY BY APPOINTMENT**

WHEREAS, Councilor Brendan DeLong has resigned his position; and

WHEREAS, the Council wishes to proceed with due speed to fill this vacancy.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF WASHINGTON, IOWA:

Section 1. The City Council has determined it to be in the best interest of the City to fill the Ward 3 Councilor vacancy created by the resignation of Brendan DeLong by appointment of the Council members in accordance with Iowa Code Section 372.13(2)(a).

Section 2. The City Clerk is authorized and directed to publish Notice of Intent to Appoint in the time and in the manner as required by law.

PASSED AND APPROVED this 5<sup>th</sup> day of January, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

## NOTICE OF INTENT TO FILL VACANCY BY APPOINTMENT

To the Electors of the City of Washington, Iowa:

You are hereby notified that the City Council of the City of Washington, Iowa, has received and accepted the resignation of Brendan DeLong as Ward 3 Councilor of the City of Washington, Iowa, effective January 5, 2021, and the term which expires January 1, 2022, is vacant, pursuant to Section 69.2, Code of Iowa.

You are hereby notified that pursuant to Chapter 5 of the Code of Ordinances of the City of Washington, and Section 372.13 (2) of the Code of Iowa, the Council has opted to fill the vacancy by appointment. However, the electors of the City have the right to file a petition requiring that the vacancy be filled by a special election, by filing of a petition in accordance with Iowa Code Section 372.13(2)(a) within fourteen days after publication of this notice or within fourteen days after appointment is made by the City Council, whichever is later.

The Council intends to consider this appointment at their regular meeting, which will begin at 6:00 PM on January 19, 2021, in the City Council Chambers, City Hall, 215 Washington Street, Washington, Iowa.

Sally Y. Hart, City Clerk

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION CALLING FOR A SPECIAL ELECTION  
TO FILL THE VACANCY OF WARD 3 COUNCILOR**

WHEREAS, Councilor Brendan DeLong was duly elected as Ward 3 Councilor, and began his elected term on January 1, 2018, to serve for four years; and

WHEREAS, Councilor DeLong has resigned his position effective January 5, 2021; and

WHEREAS, the Council finds that calling for a special election to fill the vacancy is in the best interest of the citizens of Washington.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, IOWA:

Section 1. The City Council hereby calls for a special election to the fill the vacancy of Ward 3 Councilor, to be held Tuesday, March 2, or the earliest practicable date as per Iowa Code Section 372.13(2)(b)(1).

PASSED AND APPROVED this 5<sup>th</sup> day January, 2021.

\_\_\_\_\_  
Jaron P. Rosien, Mayor

ATTEST:

\_\_\_\_\_  
Sally Y. Hart, City Clerk

*Jaron P. Rosien, Mayor  
Sally Y. Hart, City Clerk  
Kevin D. Olson, City Attorney  
Brent D. Hinson, City Administrator*



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**City Council Expression of Interest**

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
Street Apt. # City State Zip

Telephone Number(s): Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Years Resided in Washington \_\_\_\_\_

Office applied for: Washington City Council, Ward 3

Have you previously served as an elected official, here or elsewhere? \_\_\_\_\_ Yes \_\_\_\_\_ No

Office and years served: \_\_\_\_\_

Have you previously participated in any City committees or boards? If so, please list:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list other community activity involvement in the past five years, especially any participation in committee decision-making:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What makes you interested in serving on City Council?

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What do you see as the most important issues the City Council is dealing with currently? What additional issues do you think may need to be addressed?

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Please list any other personal experiences, background or attributes that you believe would make you an effective elected official:

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**\*\*\*\*\* Interested candidates will be provided a copy of the City of Washington's New Councilor Handbook, and are strongly encouraged to review this prior to formally seeking appointment. \*\*\*\*\***

**Applicant's Statement**

I certify that I am legally eligible for appointment to the office for which I am applying, including residency requirements. I agree, if appointed, to fairly and impartially, to the best of my ability, discharge all the duties of the office as required by law.

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Signature

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Date