

City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, July 25, 2023)

Generated by Sherri St Clair on Tuesday, July 25, 2023

1. Opening Items.

Procedural: 1.01 Call To Order

Mayor Hernández called the meeting to order at 7:01 PM.

Procedural: 1.02 Roll Call

PRESENT:

Mayor - Norma L. Hernández

Council Members – Paul Jessup, Tito Espinoza Jr.; Melodie Williams; Heather Schermann; Monica Boyle

Staff- City Attorney, Rea Culwell; Finance Director, Brian Carleton; Laurencio Cota De La Cruz, Stormwater Permit Tech; City Clerk, Sherri St. Clair

Also Present -

MEMBERS EXCUSED: Michael Cleveland; Loren Peterson

MEMBERS ABSENT:

Procedural: 1.03 Pledge of Allegiance

Information: 1.04 Public Comment - None

2. Consent Agenda.

Action (Consent): 2.01 AB 23188 - Approve Agenda for July 25, 2023

Action (Consent), Minutes: 2.02 AB 23189 - Approve Council Minutes from July 11, 2023

Action (Consent): 2.03 AB 23190 - Appointment Confirmation of Steve Owens to the Lodging Tax Advisory Commission

Action (Consent): 2.04 AB 23191 - Cybersecurity Plan

Action (Consent): 2.05 - Excuse Absence of Council Members Cleveland and Peterson

Action (Consent): 2.05 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Council by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Council Members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Council Member.

Council Member Schermann made a motion to approve the consent agenda. Second by Member Boyle and the motion passed 5-0.

3. Presentations - None

4. Public Hearings - None

5. Action Items.

Action: 5.01 AB 23192 - Autumn Meadows Roadway Reconstruction -

Mr. Carleton informed the Council that a deficiency report was created as part of the Local Improvement District for Autumn Meadows. The deficiency report identified roadway improvement needs for SE Falbo Drive, SE Trentwood Drive, SE Surita Court, Moorbrook Court, and the SE Newgate Court cul-de-sac. The City received bids for the roadway improvements from Central Washington Asphalt and Humbert Asphalt. The City would like to award the project to Humbert Asphalt.

Council Member Boyle made a motion to award the Autumn Meadows road resurfacing project to Humbert Asphalt and Rock Products not to exceed \$265,000. Second by Member Williams and the motion passed 5-0.

Action: 5.02 AB 23193 - Facility Needs Assessments for Police and Public Works -

Mr. Carleton informed the Council that the City would like to have a facility needs assessment performed for the police and public works facilities. The City put out a request for qualifications and received two proposals, one from Meier Architects and one from Design West. The statement of qualifications from these two companies were scored with the highest score going to Design West. The City would like to award the project to Design West.

Discussion ensued.

Council Member Espinoza made a motion to authorize Public Works Director to approve and sign architectural agreement for professional services with Design West Architects to complete Facility Needs Assessments for Police and Public Works not to exceed \$70,000.00. Second by Member Jessup and the motion passed 5-0.

Action: 5.03 AB 23194 - Interagency Agreement for Pollution Prevention Assistance Program -

Mr. Cota De La Cruz provided an overview of Pollution Prevention Assistance (PPA) program offered through the Department of Ecology (DOE). In addition, Mr. Cota informed the Council that the DOE will pay up to \$63,016.97 in reimbursements to the City to provide Pollution Prevention Assistance (PPA) to local businesses.

Discussion ensued.

Council Member Williams made a motion to authorize City Administrator to sign Interagency Agreement for Pollution Prevention Assistance Program. Second by Member Schermann and the motion passed 5-0.

6. Administrative Reports.

Discussion, Information: 6.01 AB 23195 - Repeal of Chapter 8.20 of the College Place City Code Regarding Noise Regulation -

Ms. Culwell informed the Council that in 2021 the City revised its nuisance code to include noise regulation in Chapter 8.24, however, the City never repealed the Chapter 8.20 regarding noise regulation.

Discussion, Information: 6.02 AB 23196 - MOU with Christ Community Fellowship Church for Water Service -

Ms. Culwell informed the Council that the City currently has an agreement with the Christ Community Fellowship (CCF) Church to provide potable water in which CCF granted an easement to the City to construct

a new well. CCF is in the process of transferring a portion of their property to a third party and intends to build a new rectory for which they are requesting water service.

Discussion ensued.

Discussion, Information: 6.03 AB 23197 - Whitman College Fellowship Program - Access to Public Information Fellowship Position -

Ms. Culwell informed the Council that the City has applied for the Whitman College Fellowship program for assistance in organizing physical records. If accepted, the student would work six to ten hours a week. In addition, the City also applied for a grant through the Washington State Archives to assist in organizing physical records but has yet to hear back if the application was accepted.

Discussion ensued.

7. Informational Reports.

Information: 7.01 AB 23198 - CPPD Monthly Report

Information: 7.02 AB 23199 - Community Development Update

8. Executive Session - None

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?

Mr. Carleton informed the Council that the City is in the process of converting utility billing to Tyler Tech. The City needs to get the utility billing operating before the Tyler payments can be started. There will be a short window of time for customers to set up their auto pay through Tyler Tech once it is available as the payment portion is likely start in mid August. Ms. Culwell noted that no water shut-offs will occur July through September. Mr. Carlton added that late fees and red tags will still be issued even though no water shut-offs will occur during the three month period. Mr. Carleton asked Council to refer any customers with questions to contact him.

Discussion ensued.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Williams made a motion to conclude the meeting at 7:40 PM. Second by Member Boyle and with no objection, the meeting concluded.

Approved:

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Norma L. Hernández

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Norma L. Hernández – Mayor

Attest:

DocuSigned by:

Sherri St. Clair

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Sherri St. Clair – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred July 25, 2023. Further detail may be obtained by reviewing the actual audio recording made during this session.