City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, May 13, 2025)
Generated by Maryelizabeth Garcia on Friday, May 9, 2025

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; Michael Cleveland; Tito Espinoza; Loren Peterson; Melodie Williams; Heather Schermann;
Staff-	City Administrator, Michael Rizzitiello; Interim City Attorney, Eric Ferguson; City Clerk, Maryelizabeth E. Garcia; Police Chief Troy Tomaras
Also Present -	Javier Hernandez
MEMBERS EXCUSED:	Monica Boyle
MEMBERS ABSENT:	

Procedural: 1.03 Pledge of Allegiance
Information: 1.04 Public Comment - None.

2. Consent Agenda.
Action (Consent): 2.01 AB 25116 - Approve Agenda for May 13, 2025
Action (Consent), Minutes: 2.02 AB 25117 - Approve Council Minutes from April 22, 2025
Action (Consent), Minutes: 2.03 AB 25118 - Approve Council Workshop Minutes from May 6, 2025
Action (Consent): 2.04 AB 25119 - Fund Consolidation/Rename Fund - Mr. Carleton
Action (Consent): 2.05 AB 25120 - Purchase of Ram 1500 for Public Works
Action (Consent): 2.06 AB 25121 - December 2024 Financials
Action (Consent): 2.07 AB 25135 - Approve the absence of Council Member Boyle
Action (Consent): 2.08 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 Council Member Jessup and the motion passed 6-0.

3. Presentations.
Information: 3.01 AB 25122 - National Public Works Week Proclamation - Mayor Hernández
Mayor Hernández delivered the Public Works Week Proclamation and gave the signed certificate to Public Works Director Robert McAndrews.

Discussion: 3.02 AB 25123 - Lions Park Project Funding - Mr. Carleton
Mr. Carleton informed the Council that, as December 2024 financials were being reviewed, he realized that there was a shortfall in the budget due to the City not being reimbursed for grant awards yet in the same amount. The City utilizes a cash basis budget process which dictates that the fund must not be negative at the end of the year. Current Expense did not have enough fund balance in it to move the funds without going below the mandatory savings threshold and therefore an interfund loan process and procedure must be developed to satisfy the budget needs.

Discussion ensued.

4. Public Hearings - None.

5. Action Items.

Action: 5.01 AB 25124 - SE 8th St Design - Mr. McAndrews

Mr. McAndrews informed the Council that sidewalks and widening SE 8th Street design is in its third phase of work which addresses the project from Elm to Larch. The project from Birch to College Ave is federally funded while the rest is TIB funded. The project is not fully funded and this amendment is for design only.

> **Council Member Cleveland made a motion to authorize the Public Works Director or designee to sign contract Amendment #2 with J-U-B Engineers increasing the SE 8th Street sidewalk - SE Birch Ave to SE Larch design costs by $41,500. Second by Council Member Williams and the motion passed 6-0.**

Action: 5.02 AB 25125 - Final Parks Plan - Mr. Rickard

Mr. Rickard presented the final 2025 Parks, Open Space, and Recreation Plan to Council.

> **Council Member Williams made a motion to authorize Resolution # 25-032 which acknowledges the 2025 Parks, Open Space, and Recreation Plan as an official guiding document for the City of College Place. Second by Council Member Schermann and the motion passed 6-0.**

Action: 5.03 AB 25126 - Diligent Community Implementation - Ms. Garcia

Ms. Garcia reviewed with Council the Diligent Community migration proposal and confirmed the annual price includes the cost of the migration.

> **Council Member Jessup made a motion to adopt Resolution # 25-033 which authorizes the City Administrator to sign the contract with Diligent to replace the BoardDocs software with Diligent Community. Second by Council Member Peterson and the motion passed 6-0.**

Action: 5.04 AB 25127 - Sister City Committee with Jungapeo, Mexico - Ms. Garcia & Mr. Everett

Ms. Garcia reviewed with the Council the Youth Advisory Commission's initiative to create a Sister City relationship with Jungapeo, Mexico. Due to Jungapeo's Adventist population, Monarch Butterfly origination site, and agricultural lifestyle, it was deemed a fitting Sister City for College Place. Mayor Hernández presented a signed copy of the Sister City Agreement to Mr. Hernandez.

Discussion ensued.

> **Council Member Espinoza made a motion to authorize Resolution # 25-034 which formally adopts, on behalf of College Place, Jungapeo, Michoacan, Mexico as the Sister City of the City of College Place and allows the Mayor to sign any further documents ratifying the official Sister City relationship. Second by Council Member Schermann and the motion passed 6-0.**

Action: 5.05 AB 25128 - Fire Station Renovation ESCO Work - Mr. Rizzitiello

Mr. Rizzitiello reviewed with Council the Fire Station Renovation ESCO project which focuses on changing out electrical and HVAC systems within the station.

> **Council Member Williams made a motion authorize Resolution # 25-035 awarding the Fire Station Energy Efficiency Project Contract to McKinstry and authorizing the City Administrator to execute the contract. Second by Council Member Cleveland and the motion passed 6-0.**

Action: 5.06 AB 25129 - Martin Airfield Area Planning Study - Mr. Rizzitiello

Mr. Rizzitiello reviewed with the Council the final Martin Airfield Planning Study in a condensed form submitted by Mr. Hoppe from J-U-B Engineers.

> **Council Member Peterson made a motion to authorize Resolution # 25-036 which adopts the Martin Airfield Planning Study to the Comprehensive Plan as an Appendix. Second by Council Member Espinoza and the motion passed 6-0.**

Action: 5.07 AB 25130 - Interfund Loan Policy - Mr. Carleton

Mr. Carleton reviewed the need for an Interfund Loan policy with Council. Interest will be paid from REET Fund to TIF in accordance with RCW. Mr. Rizzitiello stated that grant closeout usually involves a 10-20% shortfall.

Discussion ensued.

Council Member Schermann made a motion to approve Resolution # 25-037 establishing an Interfund Loan Policy and Procedure. Second by Council Member Peterson and the motion passed 6-0.

Action: 5.08 AB 25131 - Interfund Loan to REET II Fund - Mr. Carleton
Mr. Carleton reviewed with Council the reasons for requiring an Interfund loan at this time.

Council Member Williams made a motion to authorize an Interfund Loan from the TIF Fund (360) to t he REET II Fund (305) in the amount of $1,500,000 in compliance with the Interfund Loan Policy and Procedures. Second by Council Member Schermann and the motion passed 6-0.

6. Administrative Reports.

Reports: 6.01 AB 25132 - Lions Park Dedication Ceremony - Ms. Garcia
Ms. Garcia informed the Council of plans for the Lions Park Dedication Event. Ms. Garcia reported current plans to include the the opening day of the Market in the Park, the annual Fishing Derby in partnership with the College Place Lions Club, National Anthem performance by a local youth, a Land Welcome from Tribal Leader Jeanine Gordon, a traditional folkloric dance from El Color de Mexico, and food and drink giveaways from on-site vendors Happy Wanderer and The Soda Stop. Ms. Garcia informed the Council of Block Party plans.

Information: 6.02 AB 25133 - Chamber Charette Report - Mr. Rizzitiello & Ms. Alen
Mr. Rizzitiello and Ms. Alen from the Walla Walla Valley Chamber of Commerce presented the results of the Chamber Charette to the Council.

7. Informational Reports - None.

8. Executive Session.

Discussion: 8.01 AB 25134 - Potential Litigation - Executive Session pursuant to RCW 42.30.110(1)(i)
The Council adjourned to Executive Session.

Mayor Hernández opened the Executive Session at 8:25 PM.

The Council discussed potential litigation pursuant to RCW 42.30.110(1)(i)

Mayor Hernández called the Regular Meeting back to order at 9:11 PM.

9. Closing Items.

Discussion, Information: 9.01 Good of the Order?
Council Member Williams asked what groups need to do to ask the City for funding, policy changes, or to do things.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Williams made a motion to adjourn the meeting at 9:13 PM. Second by Council Member Jessup and, with no objection, the meeting adjourned.

Approved:

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Norma L. Hernández – Mayor

Attest:

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Maryelizabeth E. Garcia – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred May 13, 2025. Further detail may be obtained by reviewing the actual audio recording made during this session.