City Council Meeting - Hybrid (In-Person & Electronic) (Tuesday, June 24, 2025)
Generated by Maryelizabeth Garcia on Friday, June 20, 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; Loren Peterson; Heather Schermann; Monica Boyle
Staff-	City Administrator, Michael Rizzitiello; Interim City Administrator Michael Matthias; Associate City Attorney, Scott Mihalik; Community Development Director, Jon Rickard; Senior Planner, Michael Maret; City Clerk, Maryelizabeth E. Garcia; Finance Director, Brian Carleton
Also Present -	Chief of Police, Troy Tomaras; Sheriff Mark Crider; WESCOM Manager, Esther Click
MEMBERS EXCUSED:	Tito Espinoza; Melodie Williams;
MEMBERS ABSENT:	

Procedural: 1.03 Pledge of Allegiance

Information: 1.04 Public Comment - Elizabeth Broshoe of Mockingbird Drive in College Place attended the meeting in person to thank outgoing City Adminstrator Mike Rizzitiello for his years of service and noted his prompt response to restore City zoning in Country Estates. Mr. Rizzitiello's actions ensured numerous elderly College Place residents remained in their homes in their later years until they passed.

Discussion ensued.

2. Consent Agenda.
Action (Consent): 2.01 AB 25156 - Approve Agenda for June 24, 2025.
Action (Consent), Minutes: 2.02 AB 25157 - Approve Council Special Meeting Minutes from June 5, 2025.
Action (Consent), Minutes: 2.03 AB 25158- Approve Council Minutes from June 10, 2025.
Action (Consent): 2.04 AB 25159 - Excusing the Absence of Council Member Espinoza
Action (Consent): 2.05 AB 25160 - Excusing the Absence of Council Member Williams
Action (Consent): 2.06 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 Peterson and the motion passed 5-0.

3. Presentations.
Discussion, Information: 3.01 AB 25161 - 2/10ths of 1% proposal – Ms. Esther Click
Ms. Esther Click introduced herself as Manager of WESCOM (Walla Walla Emergency Services Communications Center) and described the work they do as primarily providing 24/7 emergency call-taking and dispatching services to 63,375 full-time residents in the Walla Walla Valley. Ms. Click informed the Council of challenges facing WESCOM to include increasing call volume and community need, stagnant staffing levels, growing technological advancements, and building location for the organization. Ms. Click described current funding sources and introduced the Sales and Use Tax Proposal RCW 82.14.420 and reported this will monetarily effect "Tangible personal property" also known as Sales Tax as defined in RCW 82.04.050, and encouraged everyone to vote.

Discussion ensued.

Discussion: 3.02 AB 25162 - Heartfelt Farewell To City Administrator Rizzitiello - Mayor Hernández
Mayor Hernández reviewed a recent history of Mr. Rizzitiello's work accomplishments and thanked him for his 9 years of service to the City of College Place. Council Members shared heartwarming memories and examples of Mr. Rizzitiello's leadership.

Discussion ensued.

Information: 3.03 AB 25163 - 2026 Budget Calendar - Mr. Carleton
Mr. Carleton reviewed the timeline for the 2026 Budget Schedule with Council.

Discussion ensued.

4. Public Hearings - None.

5. Action Items.
Action: 5.01 AB 25164 - GMP Proposal for Recruitment Services - Mayor Hernández
Mayor Hernández stated that she is in the process of initiating recruitment services for a new City Administrator. Mayor Hernández anticipates the process will take 3-4 months and to have a new City Administrator onboarded by Fall 2025. Mayor Hernández predicts spending approximately $20,000 on GMP Consultants and an additional $15,000 on candidate travel and community meeting expenses but noted it is a standard contract, that this amount could change, and the contract has not yet been reviewed by attorneys.

Discussion ensued.

> **Council Member Boyle made a motion adopting Resolution No. 25-039 authorizing the Mayor to sign the City Administrator Search Contract with GMP Consultants and establishing a budget for the City Administrator Recruitment not to exceed $35,000. Second by Council Member Cleveland and the motion passed 5-0.**

Action: 5.02 AB 25165 - Interim City Administrator Contract - Mayor Hernández
Mayor Hernández has been presented a potential City Administrator from GMP Consultants, Michael Matthias, who already began shadowing Mr. Rizzitiello on June 23, 2025. GMP Consultants has been retained for the rate of $116 per hour and have agreed to City compensation for occasional overnight accommodations as well as a 15% GMP Finder's Fee. Mayor Hernández chose Mr. Matthias based on his background in economic development and city management, as well as at the suggestion of GMP Consultants. The City will reimburse GMP who will pay Mr. Matthias and clarified Mr. Matthias intends to serve only as an interim.

Discussion ensued.

> **Council Member Schermann made a motion adopting Resolution No. 25-040 authorizing the Mayor to sign the College Place Interim City Administrator Contract with GMP Consultants. Second by Council Member Peterson and the motion passed 5-0.**

Action: 5.03 AB 25166 - Professional Services Contract with M Rizzitiello LLC dba as Whiskers & Puzzle LLC - Mayor Hernández
Mayor Hernández informed the Council that Mr. Rizzitiello has offered and agreed on a contract to work for the City as a contractor doing grant writing and project management. As the new City Administrator gets onboarded, Mr. Rizzitiello has committed to an advising/consulting role. Mayor Hernández noted the contract is also open-ended and broken into quarter hour increments. Mayor Hernández expressed gratitude for the continued professional relationship with Mr. Rizzitiello.

> **Council Member Peterson made a motion adopting Resolution No. 25-041 authorizing the Mayor to sign the Professional Services Contract with M. Rizzitiello LLC dba as Whiskers @ Puzzle LLC for project management and grant writing. Second by Council Member Schermann and the motion passed 5-0.**

Action: 5.04 AB 25167 - 2025 Salary Ordinance Update - Ms. Schmick & Mr. McAndrews
Ms. Schmick informed the Council that the need for two new positions in 2025 has been approved by the Finance Department and the City Administrator. Originally, only one position had been planned for and this Salary Ordinance includes two. Currently a Public Works Inspector position is listed on the salary ordinance which would be changed to a Public Works Inspector II position. The Public Works Inspector I position will be split into two positions: construction inspections and right-of-way inspections. Ms. Schmick noted the position has been approved by Mr. Rizzitiello, Mr. Carleton, and the union.

Council Member Cleveland made a motion adopting Ordinance No. 25-005 approving adding the Arborist/Urban Forester, Public Works Inspector I, and Public Works Inspector II positions to the Salary Ordinance. Second by Council Member Boyle and the motion passed 5-0.

Action: 5.05 AB 25168 - Universal Field Services Contract Amendment - Mr. McAndrews
Mr. McAndrews informed the Council that the City and APEX/PBS Engineering have contracted with the agency Universal Field Services (UFS) to handle the Right of Way Acquisitions for the Mojonnier Road Project. Due to unexpected issues including WSDOT revisions, tree removals, three sewer septic lines, and the time-intensive WSDOT compliance review processes. Due to the unexpected multiple revisions and issues beyond the initial scope of work expectations, an amendment to the original contract is needed to cover the gap.

Council Member Jessup made a motion approving the UFS Contract Amendment increasing the current budget of $189, 347 by 16% to a new budget of $219, 646.52. Second by Council Member Cleveland and the motion passed 5-0.

Action: 5.06 AB 25169 - Comprehensive Plan - Periodic Update - Mr. Rickard & Mr. Maret Mr. Baerlocher
Mr. Rickard reviewed updates to the Comprehensive Plan and stated a land capacity analysis is complete in draft form. Mr. Rickard informed the Council that tweaks to the document will be made and will be completed before the application is submitted.

Council Member Boyle made a motion adopting Resolution No. 25-042 authorizing the Urban Growth Area Swap, Expansion, and Rezone Applications. Second by Council Member Cleveland and the motion passed 5-0.

Action: 5.07 AB 25170 - Agreement for Professional Services for Comprehensive Plan Update - Mr. Rickard
Mr. Rickard reviewed the Agreement for Professional Services with J-U-B Engineers and noted that critical area and climate stuff will be included in a separate contract.

Council Member Peterson made a motion adopting Resolution No. 25-043 authorizing the Mayor or City Administrator to execute the Professional Services Contract with J-U-B Engineers for the 2026 Comprehensive Plan Update. Second by Council Member Schermann and the motion passed 5-0.

6. Administrative Reports - None.

7. Informational Reports.
Information: 7.01 CPPD Monthly Report

8. Executive Session - None.

9. Closing Items.
Discussion, Information: 9.01 Good of the Order?
Ms. Garcia discussed tentative 2025 Freedom Festival Plans and stated Notice of Potential Quorum has been published.

Action: 9.02 Conclusion - Motion to Conclude the Meeting.

Council Member Jessup made a motion to adjourn the meeting at 8:54 PM. Second by Council Member Boyle and, with no objection, the meeting adjourned.

Approved:

Signed by:
Norma L. Hernández
E7C117EE7FEC409...

Norma L. Hernández – Mayor

Attest:

Signed by:
Maryelizabeth Garcia
1E6D0AD8E90D4C2...

Maryelizabeth E. Garcia – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred June 24, 2025. Further detail may be obtained by reviewing the actual audio recording made during this session.