City Council Meeting - Hybrid (In-Person & Online) (Tuesday, November 25, 2025)
Generated by Maryelizabeth Garcia on Monday, November 24, 2025

1. Opening Items.
Procedural: 1.01 Call To Order

Mayor Hernández called the meeting to order at 7:00 PM.

Procedural: 1.02 Roll Call

PRESENT:

Mayor -	Norma L. Hernández
Council Members –	Michael Cleveland; Tito Espinoza (arrived via phone 7:05); Loren Peterson; Heather Schermann; Monica Boyle
Staff-	Finance Director, Brian Carleton; City Clerk, Maryelizabeth E. Garcia; Scott Mihalik, Associate City Attorney; Public Works Director, Robert McAndrews; Community Development Director, Jon Rickard; Senior Planner, Michael Maret; Fire Chief, David Winter; City Administrator, Troy Rayburn
Also Present -	
MEMBERS EXCUSED:	David Lopez; Melodie Williams;
MEMBERS ABSENT:	

Procedural: 1.03 Pledge of Allegiance

Information: 1.04 Public Comment - None.

2. Consent Agenda.
Action (Consent): 2.01 AB 25303 - Approve Agenda for November 25, 2025
Action (Consent), Minutes: 2.02 AB 25304 - Approve Council Minutes from November 12, 2025
Action (Consent): 2.03 AB 25305 - Approve the WW Valley Sweet Onion Bikeway Letter of Support
Action (Consent): 2.04 AB 25306 - Appointment Confirmation of Gayla Rogers to the Planning Commission
Action (Consent): 2.05 AB 25307 - March 2025 Financials
Action (Consent): 2.06 AB 25308 - Contract amount for Lions Park Community Center Design Services with Design West Architects
Action (Consent): 2.07 AB 25323 - Excusing the Absence of Council Member Williams
Action (Consent): 2.08 AB 25324 - Excusing the Absence of Council Member Lopez.
Action (Consent): 2.09 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 Boyle and the motion passed 5-0.

3. Presentations.
Discussion, Information: 3.01 AB 25309 - FY 2026 to 2031 Equipment Replacement Plan - Mr. Carleton
Mr. Carleton presented to Council the Fiscal Year 2026 - 2031 Equipment Replacement Plan.

Discussion ensued.

Discussion, Information: 3.02 AB 25310 - FY 2026 to 2031 Information Technology Plan - Mr. Carleton
Mr. Carleton presented to Council the Fiscal Year 2026 - 2031 Information Technology Plan.

Discussion ensued.

4. Public Hearings.

Procedural: 4.01 Procedure for Public Testimony

Discussion, Procedural: 4.02 AB 25311 - FY 2026 to 2031 Capital Facility Plan Hearing - Mr. Carleton

Mr. Carleton presented the proposed Fiscal Year 2026-2031 Capital Facility Plan.

Mayor Hernández opened the public hearing at 8:04 PM.

Testimony: None.

Council Member Cleveland made a motion to close the public hearing at 8:06 PM. Second by Council Member Peterson and the motion passed 5-0.

Discussion, Procedural: 4.03 AB 25312 - Fiscal Year 2026 Final Budget Hearing - Mr. Carleton

Mr. Carleton presented the proposed Fiscal Year 2026 Final Budget.

Mayor Hernández opened the public hearing at 8:08 PM.

Testimony: None.

Council Member Boyle made a motion to close the public hearing at 8:10 PM. Second by Council Member Schermann and the motion passed 5-0.

5. Action Items.

Action: 5.01 AB 25313 - Adopt FY 2026 to 2031 Capital Facility Plan - Mr. Carleton

Mr. Carleton presented the final iteration of the FY 2026 - 2031 Capital Facility Plan. Council Member Schermann discovered a duplicate budget line item for Well #8 in 2028, and Finance Director Carleton confirmed it is a duplicate and needs to be removed from the CFP.

Council Member Schermann made a motion to approve Ordinance #25-011, with an amendment to remove the duplicate Well #8 line item in 2028, which adopts the Fiscal Year 2026-2031 Capital Facility Plan. Second by Council Member Cleveland and the motion passed 5-0.

Action: 5.02 AB 25314 - Adopt FY 2026 to 2031 Equipment Replacement Plan - Mr. Carleton

Mr. Carleton referred to the previously-presented Equipment Replacement Plan and requested Council adoption.

Council Member Cleveland made a motion to approve Ordinance #25-012 which adopts the Fiscal Year 2026-2031 Equipment Replacement Plan. Second by Council Member Boyle and the motion passed 5-0.

Action: 5.03 AB 25315 - Adopt FY 2026 to 2031 Information Technology Plan - Mr. Carleton

Mr. Carleton referred to the previously-presented Information Technology Plan and requested Council adoption

Council Member Boyle made a motion to approve Ordinance #25-013 which adopts the Fiscal Year 2026-2031 Information Technology Plan. Second by Council Member Peterson and the motion passed 5-0.

Action: 5.04 AB 25316 - 2026 LTAC Funding Recommendations - Ms. Garcia

Ms. Garcia presented the Lodging Tax Advisory Commission recommendation to fund seven grant applications as indicated by the Lodging Tax Advisory Commission. Council Member Boyle recused herself from voting.

Council Member Peterson made a motion to adopt Resolution #25-057 which approves the Fiscal Year 2026 Lodging Tax Advisory Commission Grant Program funding recommendations. Second by Council Member Schermann and the motion passed 4-0.

Action: 5.05 AB 25317 - Resolution of Support for DWSRF Funding for Design and Drilling of a New Domestic Well - Mr. McAndrews

Mr. McAndrews described the need for a new domestic water well for the City's water system due to the previous project Well #8 which ended up not being viable. As a solution, Mr. McAndrews proposed to Council this new domestic well, Well #9, and described the current phase as pre-construction activities such as hydrological, geological, cultural, and environmental evaluations.

Council Member Boyle made a motion to approve Resolution #25-058 which supports a funding application to the Drinking Water State Revolving Fund for engineering and drilling of a new domestic water well for the City's water system. Second by Council Member Peterson and the motion passed 5-0.

Action: 5.06 AB 25318 - Agreement with RH2 Engineering for Well 3 Rehabilitation Design - Mr. McAndrews
Mr. McAndrews informed the Council of upgrades needed for Well #3 in order to prolong its life and prevent future issues.

Council Member Espinoza made a motion to authorize the Public Works Director or Designee to sign the Professional Services Agreement with RH2 Engineering for Well No. 3 Rehabilitation Design in the amount of $577,892.00. Second by Council Member and the motion passed 5-0.

Action: 5.07 AB 25319 - Contract Amendment for College Ave/East-West Road Intersection - Mr. McAndrews
Mr. McAndrews presented to Council an amendment to the contract with J-U-B Engineers for a future roundabout at the East-West Road & College Avenue intersection.

Discussion ensued.

Council Member Espinoza made a motion to authorize the Public Works Director or Designee to sign the contract amendment with J-U-B Engineers for design of the East-West Road & College Avenue Intersection, increasing the currently authorized amount by $82,600, for a new total contract amount of $318,800. Second by Council Member Cleveland and the motion passed 5-0.

Action: 5.08 AB 25320 - Approve Fiscal Year 2026 Property Tax Levy - Mr. Carleton
Mr. Carleton presented to Council the final iteration of the FY 2026 Property Tax Levy.

Discussion ensued.

Council Member Boyle made a motion to adopt Resolution No. 25-059 approving the 2026 Property Tax Levy. Second by Council Member Schermann and the motion passed 5-0.

Action: 5.09 AB 25321 - Fees Resolution Update - Mr. Rickard and Mr. Maret
Mr. Rickard presented to Council an updated fees resolution which includes fee schedules related to the Tyler EPL launch. Mr. Rickard identified further fees to include a Plan Review Fee, an IT Technology Fee, and stated it does not include a credit card transaction fee. Attorney Mihalik expressed concern about the possibility of gifting of public funds by not charging a fee for credit card transactions. Council agreed to bring the fee resolution back with the addition of credit card transaction fees if it is necessary to avoid the issue.

Discussion ensued.

Council Member Schermann made a motion to adopt Resolution No. 25-060 updating the Administrative Feed of the City of College Place Municipal Code. Second by Council Member Cleveland and the motion passed 5-0.

6. Administrative Reports.
Discussion, Information: 6.01 AB 25322 - 2025 Winterfest Plans - Ms. Garcia
Ms. Garcia informed the Council of 2025 Winterfest Plans at the Fire Department, in the Parking lot, and along South College Avenue.

7. Informational Reports.
Information: 7.01 CPPD Monthly Report
Information: 7.02 Comm Dev Reports

8. Closing Items.
Discussion, Information: 8.01 Good of the Order?
Action: 8.02 Conclusion - Motion to Conclude the Meeting.

Council Member Cleveland made a motion to conclude the meeting at 8:54 PM. Second by Council Member Espinoza and with no objection, the meeting concluded.

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 November 25, 2025. Further detail may be obtained by reviewing the actual audio recording made during this session.