

#2177 Regular City Council Meeting - Hybrid (In-Person & Online) Template (Tuesday, February 24, 2026)

Generated by City Clerk Carolyn Holm on Tuesday, February 24, 2026

1. Opening Items.

Procedural: 1.01 Call To Order

Mayor Hernández called the #2177 regular City Council meeting to order at 7:00 p.m.

Procedural: 1.02 Roll Call[Save](#)

PRESENT:		
	Mayor -	Norma L. Hernández
	Council Members –	Loren Peterson - Mayor Pro Tem; Michael Cleveland; Monica Boyle; Nadine Stecklein; Jordan Green
	Council Members via Zoom-	Melodie Williams
	Staff-	City Administrator, Troy Rayburn; City Clerk, Carolyn Holm; Community Development Director, Jon Rickard; Finance Director, Brian Carleton; Fire Chief, David Winter; Human Resources Manager, Shawn Doering; Police Chief, Troy Tomaras; Public Works Director, Robert McAndrew
	Staff present via Zoom-	City Attorney, Scott Mihalik
MEMBERS EXCUSED:		Heather Schermann

Procedural: 1.03 Pledge of Allegiance

Mayor Hernández led the room in the pledge of allegiance.

Information: 1.04 Public Comment -

Don Holguin, a resident of the City of Walla Walla, provided the Council with an update on the Walla Walla Valley Sweet Onion Bikeway, a 39-mile route that starts and ends in Pioneer Park. He noted that he had presented to the Council last year and returned to share this year's progress. He reported that 21 routes were submitted to Washington State Parks for the inaugural Scenic Bikeway Program. The Walla Walla Valley Sweet Onion Bikeway received a score of 31.8 out of 35, placing it second overall.

Next month, the group will give a 20-minute presentation— "A Day in the Life of the Route"—to Washington State Parks and Task Force members. He stated they expect to learn in April or June which routes will be selected for official designation. The first five selected routes will receive funding for wayfinding improvements.

Sergeant Dylan Schmick and Detective Brandon Rhodes attended the meeting to formally express their appreciation to the Council Members for the Police contract included on the agenda, speaking on behalf of all officers. They conveyed their gratitude for the Council's continued support.

2. Consent Agenda.

Action (Consent): 2.01 AB 26018 - Approve Agenda for 2/24/2026.

Action (Consent), Minutes: 2.02 AB 26019 - Approve Council Minutes January 27, 2026

Action (Consent): 2.03 AB 26021 - Excusing the Absence of Council Member Schermann

Action (Consent): 2.04 AB 26020 - Appointment Confirmation of Derek Benzal to the Salary Commission

Action (Consent): 2.05 AB 26022 Purchase of City Equipment and Surplus of Existing Equipment

Action (Consent): 2.06 AB 26023 Unemployment Security Charges

Action (Consent): 2.07 AB 26025 May 2025 Financials

Action (Consent): 2.08 AB 26029 Updating Interlocal agreement with Special Investigative Unit for Officer Involved Shooting investigations

Action (Consent): 2.09 AB 26032 2026 - 2028 Police Department Labor Agreement

Action (Consent): 2.10 AB 26036 EMS Levy Distribution for 2026

Action (Consent): 2.11 AB 26035 Acceptance of Blue Mountain Humane Society contract for animal shelter services

Action (Consent): 2.12 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 Peterson made a motion to approve the consent agenda. Second by Council Member Green and the motion passed 6-0.

3. Presentations.

Information: 3.01 AB 26024 Government Finance 101-Mr. Carleton

Finance Director, Brian Carleton presented on Governmental Accounting Finance "101". Mayor Hernández informed that Association of Washington Cities (AWC) has a great video available to review city finance 101 also.

Discussion ensued.

4. Action Items.

Action (Consent): 4.01 AB 26031 Ordinance 26-006 to repeal Chapter 2.68 Utilities Transportation Advisory Commission (UTAC)-Mr. Rayburn

City Administrator Rayburn explained that agenda items 4.01 and 4.02 are closely related and pertain to Advisory Committees recommended for retirement to help streamline the overall committee structure. The intent is for matters previously reviewed by these committees to be routed through the Planning Commission moving forward. As needed, Technical Advisory Groups (TAGs) may be formed on an ad hoc basis to address specific topics and then provide recommendations back to the Planning Commission. These TAGs could draw upon the expertise of members from UTAC or PAR.

The Utility and Transportation Advisory Commission (UTAC) was initially created for the purpose of providing a mechanism for the City of College Place to obtain the benefit of recommendations, advice, and opinions on those matters affecting city utility (water, wastewater, and stormwater) and short-range transportation system policy and operations from a commission which may devote the resources necessary for careful consideration of such matters and which will increase citizen participation and input to local government.

Discussion ensued.

Council Member Boyle made a motion to approve Ordinance 26-006 to repeal Chapter 2.68 Utilities Transportation Advisory Commission (UTAC). Second by Council Member Peterson and the motion passed 6-0.

Action (Consent): 4.02 AB 26030 Ordinance No. 26-007 to repeal Chapter 2.62 Parks, Arbor and Recreation Board (PAR)-Mr. Rayburn
See comment from 4.01.

Chapter 2.62 Parks, Arbor and Recreation Board (PAR) of the College Place Municipal Code was initially created by Ordinance 17-017 for the purpose of providing a mechanism for the City of College Place to obtain the benefit of recommendations for the acquisition, control, improvement, and planning of all public parks of the city as well as recreation facilities

Discussion ensued.

Council Member Cleveland made a motion to approve Ordinance No. 26-007 to repeal Chapter 2.62 Parks, Arbor and Recreation Board (PAR). Second by Council Member Stecklein and the motion passed 6-0.

Action: 4.03 AB 26030 2026 Internal & External Commission Assignments – Ms. Holm

Mayor Hernández reviewed the 2026 Internal and External Committees and Commissions listing City Staff and City Council members assignments. Updates were made to several Committees and Commissions due to staff and Council Member transitions.

Discussion ensued.

Council Member Williams made a motion to approve the 2026 Internal and External Commission Assignments as amended. Second by Council Member Cleveland and the motion passed 6-0.

Action: 4.04 AB 26027 Ordinance 26-004 2026 Salary Update - Ms. Doering

Each year in January, the salary ordinance is updated to reflect salary changes approved in the budget. A new salary ordinance must be approved if there are any salary changes or positions added during the year. Human Resources Manager, Ms. Doering presented updates to the Salary Ordinance and a new position and description for the Project Manager II position.

Ms. Doering communicated the Police Department Labor Agreement was not finalized in time for the changes to be reflected on Ordinance 26-001. That agreement has now been finalized and the 5% COLA that was bargained is reflected in the attached ordinance. In addition, with the recommendation from the Public Works Director and the approval from the Finance Director, a Project Manager II has been added to the salary ordinance to ensure we have proper staffing to support economic development efforts. Discussion ensued.

Council Member Peterson made a motion to approve Ordinance 26-004 which includes the 2026 Police Union COLA increase and the addition of the Project Manager II position. Second by Council Member Boyle and the motion passed 6-0.

Action: 4.05 AB 26033 Resolution 26-005 Climate Planning Grant 2025-2027-Mr. Rickard

Community Development Director, Jon Rickard informed the Washington State Legislature added planning for climate change and resiliency as the 14th goal to the Growth Management Act (GMA) in 2023 (RCW 36.70A.020 (14)). The GMA now requires comprehensive plans to have a Climate Change and Resiliency Element. Staff applied for funding in January 2026 and the City has been awarded \$150,000 based on our size to plan for a Climate Change and Resiliency Element.

Council Member Stecklein made a motion to approve Resolution No. 26-005 which authorizes acceptance of the State of Washington Climate Grant and permits City Administrator, Mayor, or designee to sign necessary documents. Second by Council Member Green and the motion passed 6-0.

Action, Procedural: 4.06 AB 26034 Ordinance No. 26-005 Business License Threshold - Attorney Eric Ferguson/Scott Mihalik

City Attorney, Scott Mihalik communicated the Washington State Legislature enacted RCW 35.90, requiring all cities with general business license programs to adopt a model ordinance developed in partnership with the Department of Revenue and the Association of Washington Cities. Under RCW 35.90.080, the Association of Washington Cities, in coordination with a representative committee of cities and with input from business stakeholders, was required to develop a model ordinance that includes a uniform minimum licensing threshold for out-of-city businesses.

As part of the required periodic update to the model ordinance, the threshold for requiring a general business license for out-of-city businesses has been increased from \$2,000 to \$4,000 in annual revenue and must be adopted by the City and other participating cities.

Discussion ensued.

Council Member Green made a motion to approve Ordinance No 26-005 authorizing amendment of Section 5.04.100 to the College Place Municipal Code to increase business license threshold for out of city businesses. Second by Council Member Boyle and the motion passed 6-0.

Action: 4.07 AB26026 Ordinance 26-003 Revising Regular Council Meeting start time to 6:00 p.m.-Mr. Rayburn

City Administrator, Troy Rayburn presented the ordinance revising start time of regular council meetings. City of College Place is changing the start time of regular council meetings from 7:00 p.m. to 6:00 p.m. on the second and fourth Tuesdays of each month effective March 10, 2026.

Council Member Boyle made a motion to approve Ordinance 26-003 to change the start time of the Regular City Council meetings to 6:00 p.m. Second by Council Member Peterson and the motion passed 6-0.

5. Administrative Reports.

Information: 5.01 City Administrator Troy Rayburn's Update

City Administrator, Mr. Rayburn provided overview of the following topics.

- Community Grant program for 2026.

- Visit Walla Walla regional tourism and economic development professionals to Lions Park on June 4, 2026. Adding car show to the Market in the Park.
- Downtown College Place Association-Troy is now a member.
- Wildhorse grant from 2025- Enable Art mural will start in spring.
- Finalizing a Memorandum of Understanding for Library for the Community Center.
- Work from home policy collaboration with Deputy Finance Director.
- Council on Housing-invited to attend meetings.
- State legislature short session-focusing on proposed legislation that will impact small cities.
- Working on high level residential development with developers for Hayden Homes, Stone Creek and Airport
- Human Resources Director interviews.

City Administrator Rayburn thanked Shawn Doering, Human Resources Director for her years of service and wished her the best. Her last day is coming up soon.

6. Informational Reports.

Information: 6.01 Police Department Monthly Report

Information: 6.02 Community Development Department Monthly Report

7. New and Unfinished Business

Discussion, Information: 7.01 Good of the Order?

Community Development Director, Jon Rickard gave a brief update regarding Hayden Homes reaching out to us about two tracts of land they own in Homestead and the other side of 4th street. They have approved plans to develop cottage housing on the two lots within the city. They have made a high-level proposal to reconfigure those lots into platted small lots for small houses similar to a product they built off Rose Street in Walla Walla. Also, the Mill Creek home development in the Villages of Garrison Creek neighborhood, there is a partnership with Hayden Homes. Hayden Homes will be doing the infrastructure and Mill Creek will build their homes in that last phase.

Discussion ensued.

Mayor Hernández acknowledged the updates from Hayden Homes and Mill Creek and noted that staff have been actively engaging with them to position the City favorably for future housing development. She emphasized that both entities are taking the City's economic development efforts seriously, recognizing the need to increase the municipal budget. She also expressed her appreciation for the department heads in attendance, noting their readiness to answer any questions from the Council Members.

Mayor Hernández stated that in previous years, she and the City Administrator traveled to Washington, D.C., to advocate with federal legislators for appropriations. She noted that this trip will not occur this year due to the short notice of the scheduled visit. However, the City's federal lobbyist is working to arrange virtual participation via Zoom.

8. Closing Items.

Information: 8.01 Upcoming Meeting: City Council Workshop March 3, 2026 at 5:30 p.m.

Action: 8.02 Conclusion - Motion to Conclude the Meeting.

Mayor asked for a motion. Council Member Boyle made a motion to conclude the meeting at 8:43 PM. Second by Council Member Williams and with no objection, the meeting concluded.

Approved:

Signed by:

Norma L. Hernández

E7C117EE7FEC409...

Norma L. Hernández – Mayor

Attest:

DocuSigned by:

Carolyn Holm

ED3D2630A1E9497...

Carolyn Holm – City Clerk

The foregoing minutes are the official record of the City Council meeting that occurred February 24, 2026. Further detail may be obtained by reviewing the actual audio recording made during this session.