

Tuesday, August 5, 2025
City Council Workshop - Hybrid (In-Person & Electronic)

5:30 P.M.

City Council Workshop - Hybrid (In-Person & Electronic)

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DJ6RY9703D5C>

In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Workshop may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Zoom Attendee Link: <https://us06web.zoom.us/j/81801099316>

Or you may call this number to listen: 1-669-900-9128 ID#818 0109 9316 Phone controls: *6 - toggle mute /un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the workshop to order.

Subject :	1.02 Roll Call
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

Paul T. Jessup,

Michael Cleveland,

Tito Espinoza Jr.,

Council Members Loren Peterson,

Melodie Williams,
Heather Schermann,
Monica Boyle

City Attorney, Eric Ferguson;
City Prosecutor, Michael Rio;
Finance Director, Brian Carleton;
Public Works Director, Robert McAndrews;
Staff Police Chief, Troy Tomaras;
Fire Chief, David Winter;
Community Development Director, Jon Rickard;
HR Manager, Shawn Doering;
City Clerk, Maryelizabeth Garcia

Subject : 1.03 Pledge of Allegiance
Meeting : Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category : 1. Opening Items.
Access : Public
Type : Procedural

Public Content

"Ipledge allegianceto the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Subject : 1.04 Public Comment -
Meeting : Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category : 1. Opening Items.
Access : Public
Type : Information

Public Content

Council meetings are primarily structured to permit Council Members to arrive at the decisions necessary to govern the City.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: (Note that there are deadlines for written comments to be included in the meeting documents.)

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.usno later than 4:30 PM on the meeting date to be included in the record. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.

Telephone and Virtual Comments:

Any member of the public who desires to make a public comment at the City Council meeting by telephone or remote access shall provide at least 24 hours notice (excluding weekends and holidays) prior to the start of the meeting at which the member of the public wants to make a comment, notify the City Clerk or designee in writing or by direct verbal communication of their desire to make a comment. Those notice shall include the member's first and last name, address or place of residence, and the topic or topics the comment will touch upon.

- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Council.

2. Workshop Topics.

Subject :	2.01 YMCA Dept of Commerce Grant for Childcare Center at Lions Park Community Center - Ms. Hedine
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

The Washington State Dept of Commerce 2025-2027 Early Learning Facilities (ELF) Grant Program opens in September and provides funds to expand, remodel, purchase, or construct early learning facilities and classrooms for children in low-income households.

The City and YMCA entered in to a MOU because the YMCA dedicated over \$100K of a Commerce grant to the design/development of the childcare space in the new facility.

Information for Consideration:

The Washington State Dept of Commerce 2025-2027 Early Learning Facilities Grant Program requires a commitment of real estate, possibly in the form of a 10-year lien. The City has acquired Dept of Commerce grants in the past and has gone through this process.

- Does the City need > \$250K for the childcare space construction at Lions Club?
- Does the City prefer to apply or would the City prefer the Y to take the lead?

File Attachments

[2025 Commerce Flyer.pdf \(113 KB\)](#)

[MOU_Final.pdf \(367 KB\)](#)

Subject :	2.02 Comprehensive Safety Action Plan - Mr. Spencer Montgomery (JUB)
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective

Since the City has an adopted Local Road Safety Plan, we applied for and received Washington State Department of Transportation Safe Routes to School and Pedestrian & Bicycle Grants with matching funds from the 0.1% Transportation Benefit District (TBD) Sales Tax.

The City also pared back the original project scope since the SE 8th Street sidewalk is now taken care of with the MPO and State Transportation Improvement Board grants.

Project Background

- National (USDOT) planning grant through Safe Streets and Roads for All, city matching funds
- To include all modes of transportation
- Significant Public Involvement
- Goal of zero roadway fatalities and serious injuries.
- Potential Implementation funds for those with approved Safety Action Plans
- City had 3 prior studies to contribute to this effort: 1) 2021 Local Road Safety Plan 2) ADA Transition Plan 3) Blue Zone Complete Streets

Information for Consideration

The City contracted with J-U-B Engineers to complete the project; J-U-B worked with the Utility and Transportation Advisory Commission who provided project oversight and feedback.

Project Scope

Leadership commitment to eventual goal of zero roadway fatalities and serious injuries.

Public Involvement

Collision History and Safety Analysis

Focus on high rates of fatalities and serious injuries

Evaluate barriers to bicycle/pedestrian movements, access to transit and safe routes to school

Evaluate where and why collision occur

Equity Considerations, research and assess underserved communities

Assess Existing Policies, Programs and Practices identifying opportunities to improve /prioritize safety

Strategy and Project Selections

Prepare Safety Action Plan

File Attachments

[SafetyActionPlanKickoffPresentation8-8-24.pdf \(2.057 KB\)](#)

[CollegePlaceRoadwaySafetyActionPlanJuly2025_Draft.pdf \(16.311 KB\)](#)

[COCOP-SafetyActionPlan-CityCouncilPresentation8-5-25.pdf \(1.380 KB\)](#)

Subject :	2.03 City Administrator Position Profile - GMP Consultants
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective

The City has contracted with GMP Consultants to provide recruitment services for the City Administrator position. GMP Consultants predict a 13-week process which will encompass stakeholder interviews and a nationwide search for a quality candidate.

Information for Consideration

Mr. Dave Zabell from GMP Consultants will present the City Administrator Position Profile GMP Consultants will send out and review next steps.

GMP would like to schedule a Special Meeting Workshop on either September 22 (preferred) or September 25 (secondary preference) with the Mayor, Council, and HR.

Subject :	2.04 Americas 250th in Washington State Ms. Ralston & Ms. Garcia
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective:

Next year is the semiquincentennial (250th) anniversary of the signing of the Declaration of Independence on July 4, 1776. The national committee, the US Semiquincentennial Commission, was established by Congress in 2016, and is comprised of political advisors across

the states including senators, representatives, the Attorney General, Secretary of the Smithsonian Institution, Secretary of the Interior, etc. The hope is to get all 50 states to participate.

Washington has its own committee, Washington State Americas 250th (WSA250), which is chaired by the Lieutenant Governor and administered by the Washington State Historical Society. The state committee is hoping to engage every county and museum in the state to tell our local stories and participate in nationwide programs on behalf of our community. Due to the budget shortfalls, neither the state nor the national committee are providing funding.

Key Themes:

- **We the People-** identifying pivotal moments in WA history, the founding principles of democracy, who is we the people in our states history and who has been excluded
- **Power of Place-** What was happening during and after the Revolutionary era, appreciating our natural environment, what sites and structures give us a shares sense of identity
- **Sharing History-** telling inclusive history, supporting local tribes and history organizations, new approaches to improve history and civics education, finding common ground

Key Programs:

1. **Out of Many, One** all communities in partnership with their local museums submitting artifacts that represent our American Experience; the community selects 5 for public voting, and 1 artifact is sent to represent our region.
2. **Build Civic Duty in Youth** Bring students to work day: select students acting Mayor and City Council, City Administrator, Fire Chief, Police Chief, etc; suggested having students run a city council meeting too. Could potentially involve Youth Advisory Commission for this piece.

Key Dates in 2026:

- **June 14: Day of Service.** Communities are encouraged to organize local service projects as part of the largest public service initiative in American history.
- **July 4: Independence Day.** Organizations can incorporate our official themes of America's 250th anniversary into existing July 4th activities.
- **Aug 8: Washington Museum Day.** Museums around the state will be open and offer free or discounted admission.
- **Sept. 17: Day of Civic Engagement.** Communities are invited to plan activities to inspire civic participation.

Information for Consideration:

WSA250 has several, separate asks:

1. Become a partner- its free and we use their marketing materials, among other benefits. More information about being a partner [here](#).
2. Establish our own City Commission to plan and execute a year of celebrations
3. Participate in their four key service days and their Out of Many, One Program **OR** create our own initiative(s).

4. Read the full Declaration of Independence out loud (several times if possible)

Other potential Ideas:

- Displaying historical objects in the City Hall lobby
- Rebranding/Reinterpreting local history and pay homage to our first story: our tribal story.

File Attachments

[America250 Brochure V2.pdf \(17,072 KB\)](#)

Subject :	2.05 Procedure for Filling Vacancy on Council Position #1 - Ms. Garcia
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

The City Clerk has reviewed the City of College place City Council Rules booklet which was established by Resolution 20-003 on January 28, 2020, and has determined the rules and procedures to be complete and in compliance with current state and local rules and legislation. The Clerk posted notice of the vacancy on July 23, 2025 and has begun accepting applications from interested candidates which are due by 4:00 PM on Friday, August 15, 2025. The following week, the applications will be reviewed and verified for eligibility. Interviews will be scheduled for the Regular Council Meeting on Tuesday, August 26, 2025.

Staff asks the Council to review the MRSC guidance on Hiring and the interview questions below, and to encourage potential candidates to apply!

Council Rules Booklet

Section 1.11 Procedures for Filling Vacated Positions

- a. In the event of a vacancy on the Council or in the Office of Mayor, the City Clerk shall, within two weeks of the occurrence of such vacancy, publish a notice in the Walla Walla Union Bulletin notifying of such vacancy and soliciting written applications from qualified persons to fill such vacancy. The applications shall be accompanied by a written questionnaire to be completed by each applicant. Such notice shall be in a form acceptable to the City Administrator and the City Attorney.
- b. Such notice shall establish a deadline for the submission of applications and answers to the questionnaires, which shall be no less than fifteen (15) days from the date the notice is published.
- c. Once this deadline has passed, the City Clerk shall review each application to ensure that each applicant is a registered voter of the City at time of application, and has been a resident of the City for at least one year.
- d. Once the Clerk has reviewed the applications to determine eligibility per the provisions of the preceding paragraph of this resolution, those applicants that are determined to be eligible shall

be notified to appear before the Council to submit to an interview by the Council. Applicants will be asked to remain in the foyer when each separate applicant is interviewed, PROVIDED, HOWEVER, that the applicants as a group shall be advised that if anyone of them objects to this process, then they shall all be permitted to remain in Council Chambers for each interview conducted.

e. At the conclusion of all interviews the Council shall adjourn to executive session pursuant to RCW 43.30.110(1)(h) to evaluate the qualifications of the applicants, PROVIDED, HOWEVER, that final action appointing an applicant to office shall be in a meeting open to the public.

f. Upon completion of the Executive Session, Council shall return to open session and the Mayor or Mayor Pro Tem shall request nominations from Council Members, who may then nominate the applicants of their choice. A second shall be required for each nomination. Only those that submitted applications shall be eligible for nomination.

g. Council members shall then vote for the nominees of their choice. Absent members shall be permitted to vote by phone. The nominee with the majority of the votes cast is then selected to fill the vacancy. In the event of a tie, the Mayor may vote. If no candidate receives a majority vote, Council may adopt motions to enable it to complete the election by majority vote within a reasonable time.

File Attachments

- [Council_Rules_Booklet_2020.pdf \(311 KB\)](#)
- [Council_Position_1_Candidate_Packet_Fillable-Form_2025-07-16.pdf \(301 KB\)](#)
- [MRSC - Hiring the Right Person_ The Interview.pdf \(330 KB\)](#)
- [MRSC - Hiring Procedures.pdf \(92 KB\)](#)
- [City of College Place Public Notice Council Position 1.pdf \(341 KB\)](#)
- [Resol_No_20-003_Council_Rules_2020-01-28.pdf \(383 KB\)](#)
- [Public Notice \(1\).png \(617 KB\)](#)

Executive Content

Do NOT discuss vacancy questions publicly.

We will do Interviews in two rounds of six (one question for each Council Member), during which Council Members will use the Score Sheet to grade Candidates. We will then go into Executive Session to discuss making an appointment. Tally sheets and any other working files related to the appointment will be turned over to the Clerk.

If Council decides to make an appointment, we will come out of Executive Session and then take action to make the appointment.

Executive File Attachments

- [Council Member Vacancy Questions.pdf \(157 KB\)](#)

3. Closing Items.

Subject :	3.01 Good of the Order
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public

Type :	Discussion, Information
Subject :	3.02 Conclusion
Meeting :	Aug 5, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will conclude the workshop.