

Tuesday, September 2, 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=DKGL5R54BE97>

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/83546274066>

Or you may call this number to listen: 1-669-900-9128 ID#83546274066 Phone controls: *6 - toggle mute /un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Sep 2, 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 :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Norma L. Hernández

E. David Lopez,

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 : Sep 2, 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 : Sep 2, 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.

File Attachments

[50-Guidelines-for-Public-Comment.pdf \(151 KB\)](#)

[Public Comment RE_ Lions Park Pond and Blighted Property.pdf \(338 KB\)](#)

[Public Comment FW_ City.pdf \(159 KB\)](#)

[Public Comment S. Green 1 - Stone Ck below Hop Thief 31 Aug 2025 c.jpg \(2.925 KB\)](#)

[Public Comment S. Green 2.jpg \(2.688 KB\)](#)

2. Workshop Topics.

Subject :	2.01 BoardDocs Training - Ms. Garcia & Mr. Anthes
Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Information

Public Content

Historical Perspective:

The City uses BoardDocs software to share information and documents with the public and some information privately with Council.

The City will eventually transition to new software, Diligent Community, created by the same company which made BoardDocs. The transition was supposed to happen in the Spring but has not begun yet. The City will be notified when the company plans to begin the transition, after which we will do training again on the new software.

Information for Consideration:

Prior to this meeting, Clerk Garcia reset all Council Member's passwords so Mr. Anthes can provide technical assistance using the tablets in Council Chambers. Clerk Garcia has provided a generic password for all Council Members to use during this portion of the training. After this meeting, please go reset your password.

File Attachments

[Council Login To BoardDocs.jpg \(387 KB\)](#)

Executive Content

Meow.

Subject :	2.02 PRA Overview - Ms. Garcia & Mr. Ferguson
Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Background

The Public Records Act (PRA) requires that all public records maintained by state and local agencies be made available to all members of the public, with very narrow statutory exemptions.

PRA Training for Mayors and Councilmembers:MRSC and the Association of Washington Cities have created an online Public Records course to help mayors and councilmembers fulfill training requirements and abide by PRA law which can be found here:<https://wacities.org/data-resources/public-records-act-elearning>

Information for Consideration

- MRSC Education and Guidance on the Public Records Act:<https://mrsc.org/explore-topics/public-records/pra/pra-contents>
- FAQs - Public Records Act in Washington State:<https://mrsc.org/Explore-Topics/public-records/PRA/Public-Records-Act-FAQs>
- Emerging PRA Court Decisions in Washington State:<https://mrsc.org/Explore-Topics/decisions-agos/topics/Public-Records-Act-Court-Decisions>

File Attachments

[Presentation - Public Records Act.pdf \(8.693 KB\)](#)

Subject :	2.03 Updated 2025 Internal & External Committee Assignments - Ms. Garcia
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Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

Historical Perspective

Each year, the Mayor appoints Council Members and Staff to serve on internal and external Boards and Commissions, representing the City.

Information for Consideration

Council Position #1 was vacated by Council Member Paul Jessup effective July 29, 2025. Mr. E. David Lopez applied and was appointed to serve in Council Position #1 for the remainder of the term expiring December 31, 2025. Staff changes and further commission expirations have occurred since these assignments were made in January, creating the need to update them.

Updates include:

- Council Member Lopez took the spot of Council Member Jessup on the Public Works Committee, Public Safety Committee, and Finance Committee.
- Mayor Hernández replaced former City Administrator Mike Rizzitiello on the BMAC Board, MPO Board, and left the Valley Transit Board.
- Council Member Williams joined the Valley Transit Board in Mayor Hernández' place.
- Commission Member Edward Kontz passed away, creating a vacancy in Historic Preservation Commission Position #4.
- Former City Attorney Culwell's resignation created a vacancy on the Public Safety Committee.
- Two out of six Youth Advisory Commission Members wish to reinstate their appointment when the Commission begins to meet again in October (appointments expire every school year).

File Attachments

[Updated 2025 Council Committee Assignments.pdf \(62 KB\)](#)

Subject :	2.04 Discussion About Use of City Equipment on Public Streets - Mr. McAndrews
Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion

Public Content

Historical Perspective:

The City purchased a John Deere Gator to use for maintenance in its parks and multiuse trail.

Information for Consideration:

PW Director would like to discuss potentially creating an ordinance allowing for use of certain equipment on public streets for emergency use or city maintenance.

Subject :	2.05 National Hispanic Heritage Month Proclamation Mayor Hernández
Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will deliver the National Hispanic Heritage Month Proclamation.

File Attachments

[Hispanic Heritage Month.pdf \(362 KB\)](#)
[National Hispanic Heritage Month.png \(176 KB\)](#)

Subject :	2.06 Constitution Week Proclamation - Mayor Hernández
Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	2. Workshop Topics.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will deliver the Constitution Week Proclamation.

File Attachments

[Constitution Week Post.jpg \(143 KB\)](#)
[CP Constitution Week.pdf \(357 KB\)](#)

3. Closing Items.

Subject :	3.01 Good of the Order
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Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public
Type :	Discussion, Information
Subject :	3.02 Conclusion
Meeting :	Sep 2, 2025 - City Council Workshop - Hybrid (In-Person & Electronic)
Category :	3. Closing Items.
Access :	Public
Type :	Procedural

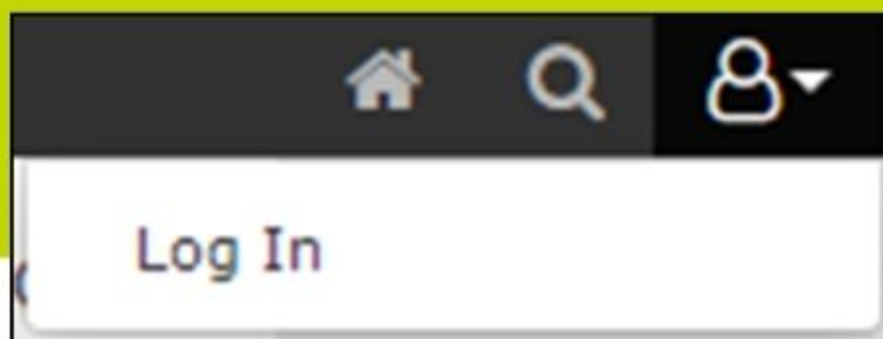
Public Content

Mayor Hernández will conclude the workshop.

How To: Log In To BoardDocs

LOG IN TO BOARDDOCS

- Use the little person icon in the upper righthand corner to Log In.
- Your username and initial password have been emailed to you.

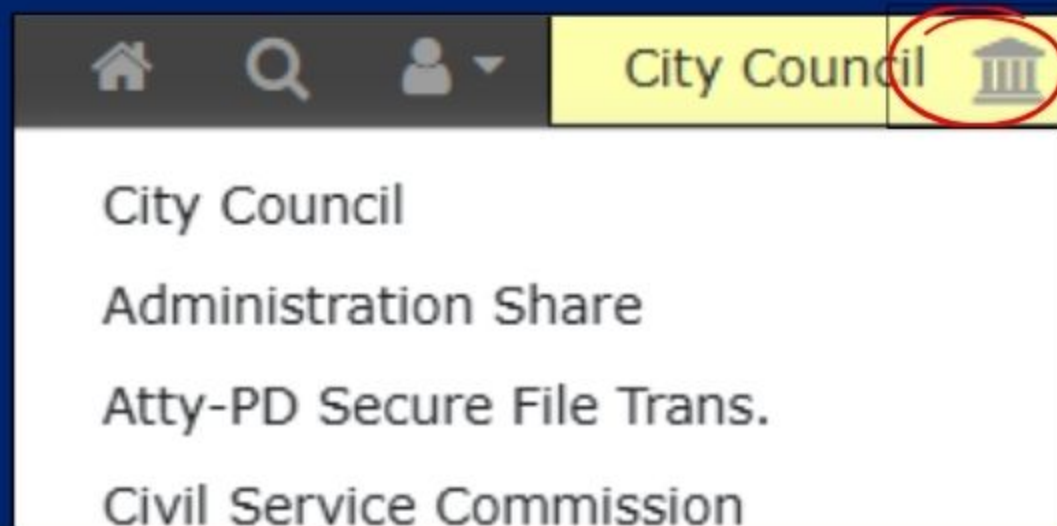


1

2

FIND YOUR COMMISSION

- Use the dropdown menu in the upper righthand corner to select your Commission (or Board).

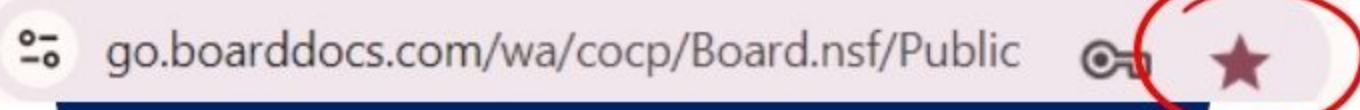


3

4

BOOKMARK

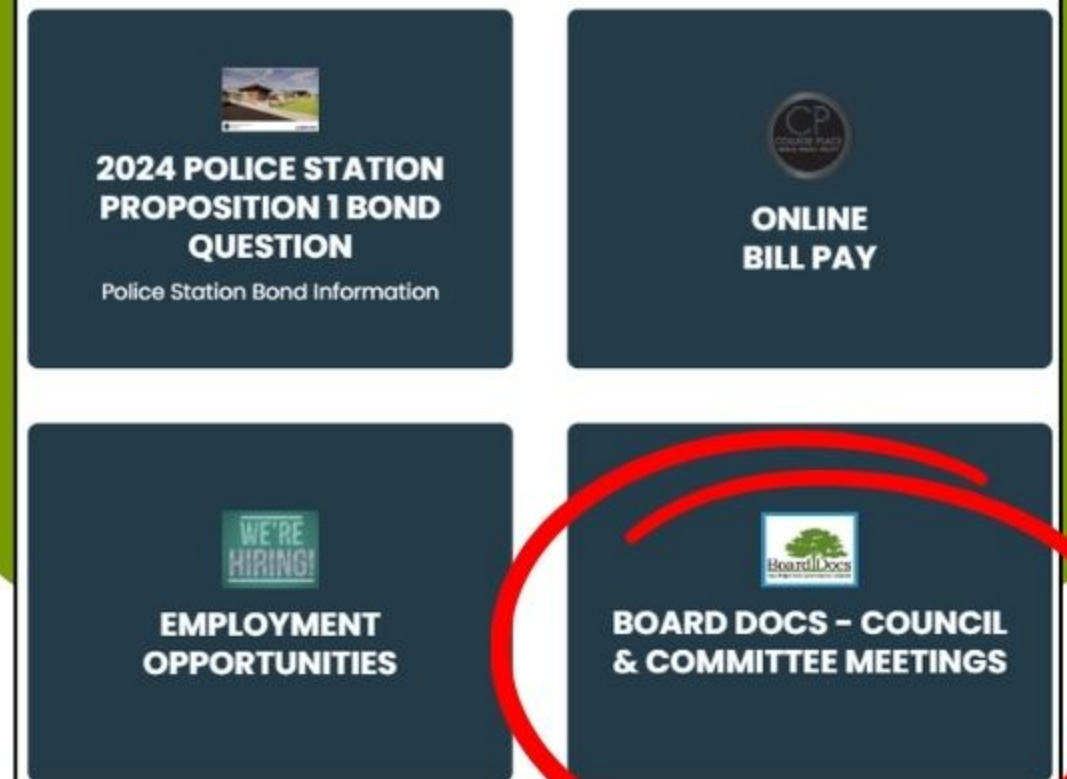
<https://go.boarddocs.com/wa/cocp/Board.nsf/Public>



VISIT WWW.CPWA.US

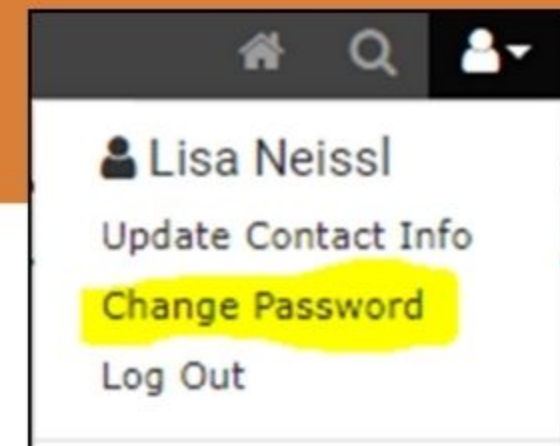
- From the City website, scroll down to the QUICKLINKS section.
- Click on the BoardDocs link.

QUICK LINKS



RESET YOUR PASSWORD

- Use the person icon in the upper righthand corner to change your Password.
- New Password must contain 10 characters, uppercase, lowercase, and special characters. No spaces.
- The City Clerk can reset your Password for you at any time.



City of
College Place
www.cpwa.us

PRA For New Hires

Public Records ACT

Rhett Beardemphl, Deputy City Clerk





Agenda

What this presentation covers

- 01** PRA Overview
- 02** Defining Public Records
- 03** Further Examples
- 04** Best Practices & The role of the Employee
- 05** Need to Know
- 06** Conclude

Public Records Act Overview

The Public Records Act was created due to growing public demand for government transparency, accountability, and access to government information as a result of the Watergate Scandal by the Nixon Administration

WASHINGTON HAS SOME OF THE STRONGEST PUBLIC RECORDS LAWS IN THE NATION

A “**Public Record**” is defined as any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function **prepared, owned, used, or retained** by any state or local agency regardless of physical form or characteristics.

~ RCW 42.56.010



What is a Public Record?

“Writing”

includes “handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.”

Total requests submitted last year = 252

Includes

- Written communications (emails, memos, texts, notes).
- Photos, maps, audio recordings.
- Anything prepared, owned, used, or retained by the agency.

Examples: Meeting notes, project emails, even texts, notes, and emails on personal devices if they relate to City business.



But Why?

The law is based on the principle that government records belong to the public, and people have a right to access them unless an exemption applies.

The law declares that the people do not give their public servants the right to decide what is good for the people to know.

Best Practices

- **KEEP WORK AND PERSONAL COMMUNICATIONS SEPARATE.**
- **USE OFFICIAL CHANNELS FOR ALL WRITTEN CITY BUSINESS - EMAIL, PHONE, TEXT**
- **ASK IF UNSURE WHETHER SOMETHING IS A PUBLIC RECORD.**
- **ASSUME EVERYTHING IS A PUBLIC RECORD, WHICH IT IS.**

As an Public Servant

- Preserve records you create or receive as part of your job.
- Don't delete work-related messages or documents unless you're following an approved records retention schedule.
- Forward any public records requests to the Public Records Officer immediately (City Clerk Garcia)





MOST OF WHAT YOU
TOUCH IN YOUR JOB
IS A PUBLIC
RECORD.



Get in Touch for More Information

MARYELIZABETH E. GARCIA

City Clerk, City of College Place

EMAIL

mgarcia@cpwa.us

PHONE

509-394-8569



CITY OF COLLEGE PLACE
2025 COMMITTEE ASSIGNMENTS
EXTERNAL COMMISSIONS

BLUE MOUNTAIN ACTION COUNCIL

City Administrator – temp: Norma Hernández

BLUE MOUNTAIN MOVABILITY ACTION GROUP

Council Position 6 – Heather Schermann

CHAMBER OF COMMERCE (WALLA WALLA VALLEY)

City Administrator – VACANT

COUNCIL ON HOUSING

City Administrator – VACANT

COWALLA CREATIVE DISTRICT

Finance Director – Brian Carleton

EMERGENCY MANAGEMENT EXECUTIVE COMMITTEE

Mayor – Norma Hernández

City Administrator – VACANT

EMERGENCY MEDICAL SERVICES / TRAUMA CARE COUNCIL

Fire Chief – David Winter

GOOD ROADS AND TRANSPORTATION ASSOCIATION (LOCAL & STATE)

Council Position 6 – Heather Schermann

LEOFF

Council Position 4 – Loren Peterson

PORT OF WALLA WALLA ECONOMIC “ADVISORY” COMMITTEE

Council Position 4 – Loren Peterson City Administrator – VACANT

Council Position 6 – Heather Schermann Mayor – Norma Hernández

SOLID WASTE ADVISORY COMMITTEE (SWAC)

Council Position 7 – Monica Boyle Public Works Director – Robert McAndrews

VALLEY TRANSIT BOARD

Council Position 6 – Heather Schermann Council Position 5 – Melodie Williams

WALLA WALLA VALLEY METROPOLITAN PLANNING ORGANIZATION (MPO)

Mayor – Norma Hernández – Policy Advisory Committee (PAC)

Council Position 6 – Heather Schermann – Alternate PAC

Public Works Director – Robert McAndrews – Technical Advisory Committee (TAC)

City Administrator – VACANT - Alternate TAC

CITY OF COLLEGE PLACE
2025 COMMITTEE ASSIGNMENTS
INTERNAL COMMISSIONS

CIVIL SERVICE COMMISSION

Position 1 – Tony Boyle

Position 2 – Bill Kelly

Position 3 – JoAnn Wiggins **Staff Support** – Human Resources – Shawn Doering

ECONOMIC DEVELOPMENT, TOURISM, AND EVENTS COMMISSION (EDTEC)

REGULAR VOTING MEMBERS:

Pos 1- Tracy Warner, Goodwill

Pos 2- Kelli Leen, Rogers Bakery

Pos 3- Doug Case, Columbia REA

Pos 4- Teri Lesmeister, Touchet School District

Pos 5- Allison Peck, Daily Grind

Pos 6- Kirk Amick, Community Bank

EX-OFFICIO VOTING MEMBER:

Walla Walla Valley Chamber of Commerce Executive Director (or his/her designee) –

Current Designee – Arlene Alen

ADVISORY MEMBERS (NON-VOTING)

City Administrator – VACANT

Finance Director – Brian Carleton

Staff Support – City Clerk – Maryelizabeth E. Garcia

FINANCE

Council Position 6, Chair – Heather Schermann Council Position 1 – David Lopez

Council Position 7 – Monica Boyle

Mayor – Norma Hernández

City Administrator – VACANT

Finance Director – Brian Carleton **Staff**

Support – Deputy FD/HR – DaShari Schmick

HISTORIC PRESERVATION COMMISSION

Pos 1 -Terrie Aamodt

Pos 2 - Gary Petersen

Pos 3 - Katherine Ferguson

Pos 4 - VACANT

Pos 5 - Dr. Natalie Smith-Gray

Advisory Member – Community Development Director – Jon Rickard

Staff Support – City Clerk – Maryelizabeth E. Garcia

INTERNAL COMMISSIONS - continued

LODGING TAX ADVISORY COMMISSION (LTAC)

Position 1, Chair – Monica Boyle - Council Position 7

Position 2 – Steve Owens – Columbia REA

Position 3 – Groover Snell – Fort Walla Walla Museum

Position 4 – Anne Marie Bauman – Rental Manager

Position 5 – Michael Laizure – Business Owner

Staff Support – City Clerk – Maryelizabeth E. Garcia

PARKS, ARBOR, AND RECREATION BOARD (PAR)

Pos 1- Jim Fry - Chair

Pos 2- Lafe Bissell

Pos 3- Jenna Bicknell

Pos 4- Jordan Green

Pos 5- Norman Thiel

Advisory Member – City Administrator – VACANT

Staff Support – City Clerk – Maryelizabeth E. Garcia

PERSONNEL

Council Position 5, Chair – Melodie Williams

Council Position 7 – Monica Boyle

Mayor – Norma Hernández

Human Resources – Shawn Doering

Staff Support – Deputy FD/HR – DaShari Schmick

PLANNING COMMISSION

Pos 1- Nic Ivy

Pos 2- Felix Tan

Pos 3- Claudia Santellano

Pos 4- Victor Valerio

Pos 5- Angie Peters - Chair

Pos 6- Brandon Stepper

Pos 7-Todd Reiswig – Vice Chair

Advisory Member – Community Development Director – Jon Rickard

Staff Support – Deputy City Clerk – Rhett Beardemphl

PUBLIC SAFETY

Council Position 5, Chair – Melodie Williams

Council Position 1 – David Lopez

Council Position 2 – Michael Cleveland

Mayor – Norma Hernández

City Administrator – VACANT

Police Chief – Troy Tomaras

Fire Chief – David Winter

City Attorney – VACANT

Staff Support – Marianne Barr

INTERNAL COMMISSIONS - continued

PUBLIC WORKS

Council Position 5, Chair – Melodie Williams Council Position 1 – David Lopez
Council Position 4 – Loren Peterson Mayor – Norma Hernández
City Administrator – VACANT JUB- Alex Fazzari
Staff Support – City Clerk – Maryelizabeth E. Garcia

SAFETY COMMITTEE

HR Manager – Shawn Doering Fire Marshal – John Boose, Chair
Public Works Director – Robert McAndrews Dep. Finance – DaShari Schmick
Public Works Rep – Camron Clark, Vice Chair PD Rep – Ron Nordman
Member & **Staff Support** – Community Development Rep – Kristi Scherger

UTILITY AND TRANSPORTATION ADVISORY COMMISSION

Pos 1- Shawna Larsen Pos 2- John Cress
Pos 5- Melodie Williams Pos 4- Andy Gomez Pos 5- Nancy Riggle
Advisory Member – Public Works Director – Robert McAndrews or Alex Fazzari (JUB)
Staff Support – City Clerk – Maryelizabeth E. Garcia

VOLUNTEER FIREMAN’S BOARD

Council Position 2, Chair – Michael Cleveland Mayor – Norma Hernández
Fire Chief – David Winter
Member & **Staff Support** – City Clerk – Maryelizabeth E. Garcia

WELLNESS COMMITTEE

Administration - Shawn Doering Finance Dept - DaShari Schmick
Police Dept - Marianne Barr Fire Dept - Patrick Evensen
Finance Dept - Heidi Craik Public Works - Juan Betancourt
Member & **Staff Support** – Community Development – Kristi Scherger

YOUTH ADVISORY COMMITTEE

Position 1, CPHS – Charley Amick Position 2, CPHS – VACANT
Position 3, WWVA – VACANT Position 4, WWVA – VACANT
Position 5, WWU – VACANT Position 6, WWU – Kirk Everett
Advisory – City Administrator – VACANT
Advisory & **Staff Support** – City Clerk – Maryelizabeth E. Garcia

COUNCIL POSITION / NUMBER OF ASSIGNMENTS

Position 1 – 3

Position 2 – 2

Position 3 - 3

Position 4 – 0

Position 5 – 5

Position 6 - 6

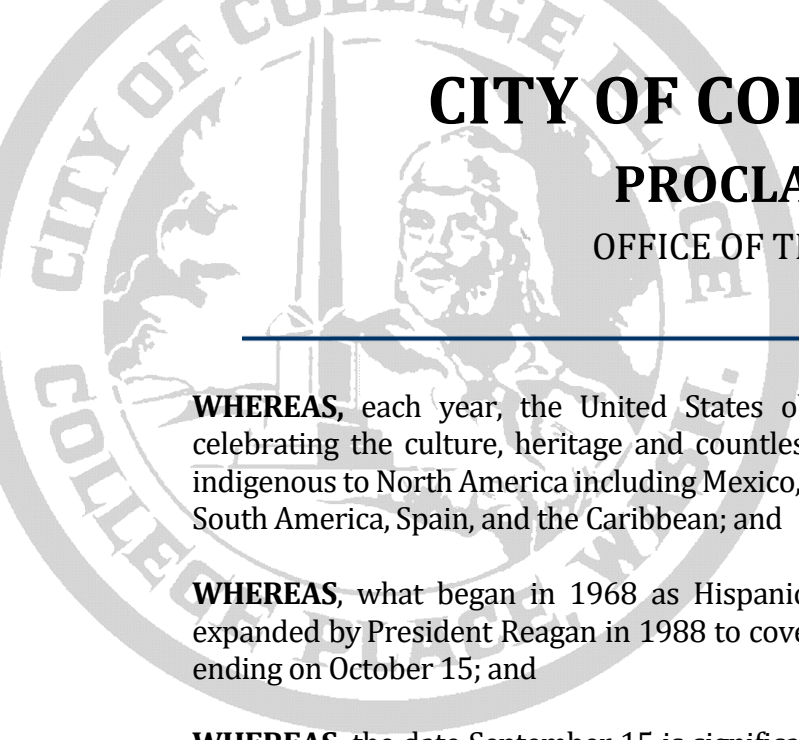
Position 7 – 4

Confirmed by the City Council of the City of College Place, Washington, this 9th day of September, 2025.

Attest:

Norma Hernández, Mayor

Maryelizabeth E. Garcia, City Clerk



CITY OF COLLEGE PLACE

PROCLAMATION

OFFICE OF THE MAYOR

WHEREAS, each year, the United States observes National Hispanic Heritage Month by celebrating the culture, heritage and countless contributions of those whose ancestors were indigenous to North America including Mexico, as well as those who came from Central America, South America, Spain, and the Caribbean; and

WHEREAS, what began in 1968 as Hispanic Heritage Week under President Johnson was expanded by President Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15; and

WHEREAS, the date September 15 is significant because it is the anniversary of independence for the Latin American countries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua. Additionally, Mexico and Chile celebrate their independence days on September 16 and September 18, respectively; and

WHEREAS, the theme of this month encourages us all to connect with our Hispanic heritage and focus on the themes of prosperity, power, and progress, recognizing the significant strides of Hispanics in the economic, political, and social growth of the U.S.; and

WHEREAS, we recognize and honor the many ways that Hispanics have enriched the fabric of our society and we rededicate ourselves to address the lack of equal access to opportunity that many still face; and

WHEREAS, the Hispanic population of the United States is now 62.1 million, constituting 18.7% of the total population, and, in College Place, the Hispanic population now constitutes over 18% of our total population, with the median age of 32; and

NOW, THEREFORE, BE IT RESOLVED, I, Norma L. Hernandez, Mayor of the City of College Place, Washington do hereby proclaim September 15th – October 15th, 2025, as

Hispanic Heritage Month

and encourage all College Place residents to celebrate our unique and vibrant history and recommit ourselves to a shared future of healthy, peaceful, safe and sustainable communities for all.

Dated this 2nd day of September 2025.

Norma L. Hernández, Mayor



Mayoral Proclamation

From the office of
Mayor Norma L. Hernández

September 15 - October 15, 2025

NATIONAL
HISPANIC
HERITAGE MONTH



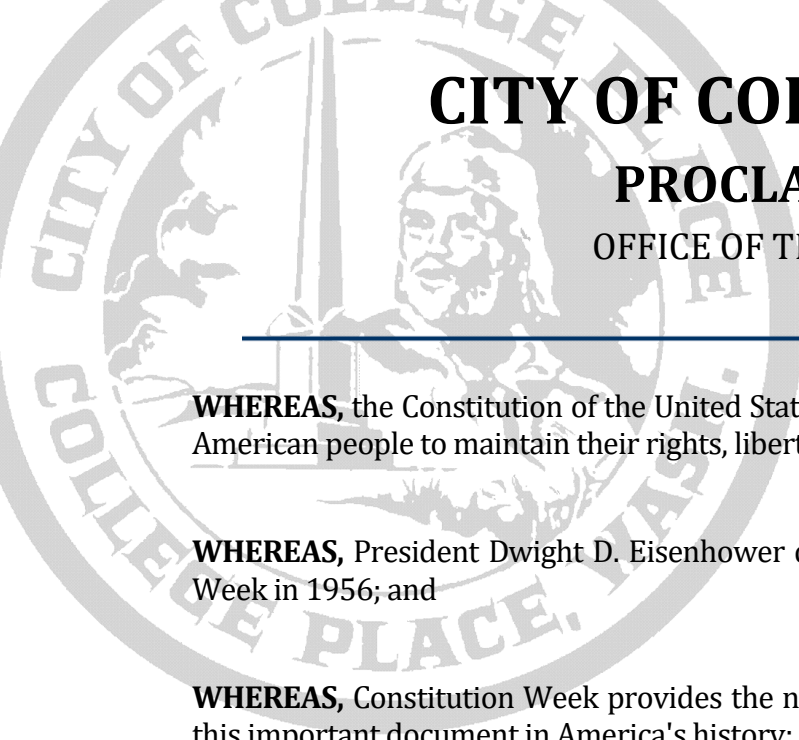
Mayoral Proclamation

From the office of
Mayor Norma L. Hernández



CONSTITUTION WEEK

SEPTEMBER 15 - 19, 2025



CITY OF COLLEGE PLACE

PROCLAMATION

OFFICE OF THE MAYOR

WHEREAS, the Constitution of the United States of America is a testament to the resolve of the American people to maintain their rights, liberties and freedoms; and

WHEREAS, President Dwight D. Eisenhower declared the national observance of Constitution Week in 1956; and

WHEREAS, Constitution Week provides the nation with an opportunity to read and reflect on this important document in America's history; and

WHEREAS, the Daughters of the American Revolution, including the Columbia River Chapter, have promoted and encouraged this weeklong commemoration of the Constitution; and

WHEREAS, September 17, 2025 is celebrated as Constitution Day and marks the 238th anniversary of the completion and signing of the Constitution of the United States of America.

NOW, THEREFORE, BE IT RESOLVED, I, Norma L. Hernandez, Mayor of the City of College Place, Washington do hereby proclaim the September 15th – 19th, 2025, as

Constitution Week

for the City of College Place and encourage all residents to reaffirm their commitment to the rights, liberties, and freedoms secured by our Constitution, and to uphold these principles in their daily lives for the benefit of present and future generations.

Dated this 2nd day of September 2025.

Norma L. Hernández, Mayor