

Tuesday, January 6, 2026
City Council Workshop - Hybrid (In-Person & Online)

5:30 P.M.

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=DP7RTW6F9AF7>
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/83880928146>

Or you may call this number to listen: 1-669-900-9128 ID#83880928146

Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. Opening Items.

Subject :	1.01 Call To Order
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will call the workshop to order.

Subject :	1.02 Roll Call
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	1. Opening Items.
Access :	Public
Type :	Procedural

Public Content

Mayor [Norma L. Hernández](#)

[Jordan Green,](#)

[Michael Cleveland,](#)

[Nadine Stecklein,](#)

[Council Members Loren Peterson,](#)

[Melodie Williams,](#)

Heather Schermann,

Monica Boyle

City Administrator, Troy Rayburn;

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, CarolynHolm

Subject :	1.03 Pledge of Allegiance
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
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 :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
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:

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no 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.

- 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 Swearing In Ceremony - Mayor and Council Positions #1, #3 - Ms. Holm
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	2. Workshop Topics.
Access :	Public
Type :	Procedural

Public Content

City Clerk Holm will perform the Swearing-In Ceremonies for Council Member-Elect Green, Council Member-Elect Stecklein, and Mayor Norma Hernández

For More information on Oaths of Office:

MRSC: <https://mrsc.org/stay-informed/mrsc-insight/october-2025/oath-of-office>

RCW: <https://app.leg.wa.gov/RCW/default.aspx?cite=35A.12.080>

Secretary of State: <https://www.sos.wa.gov/sites/default/files/2023-05/19-02%20oath%20of%20office.pdf>

File Attachments

[City of CP Oath of Office Council Position #1.pdf \(142 KB\)](#)

[City of CP Oath of Office Council Position #3.pdf \(142 KB\)](#)

[City of CP Oath of Office Mayor.pdf \(143 KB\)](#)

Subject :	2.02 BoardDocs Training - Mrs. Holm
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)

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.

File Attachments

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

Executive Content

If Council Members need their passwords reset, change it to:

Changeme2026#

Subject :	2.03 PRA Overview - Mrs. Holm & Mr. Ferguson
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
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/prs/prs-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

[PRA Presentation.pdf \(7.314 KB\)](#)

Subject :	2.04 Law Enforcement Appreciation Day Proclamation - Mayor Hernández
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	2. Workshop Topics.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will deliver the annual Law Enforcement Appreciation Day Proclamation.

File Attachments

[2026 Law Enforcement Appreciation Day Proclamation.pdf \(360 KB\)](#)
[2026 Law Enforcement Appreciation Day Proclamation Graphic.png \(998 KB\)](#)

Subject :	2.05 2025 Winterfest Recap - Mrs. Holm
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	2. Workshop Topics.
Access :	Public
Type :	Discussion, Information

Public Content

This years Winterfest saw historic attendance! It was unbelievable how many families joined us on a Thursday during working hours!

Thanks to Columbia REA's sponsorship, we were able to redirect funds from fireworks to support numerous activities which are highlighted below.

- Santas Station: The College Place Fire Department was transformed into a darling winter wonderland with Christmas lights, garlands, trees, candy canes, and snowflakes
- Santas Workshop: the College Place Firefighters Association put together games, crafts, and prizes for the kiddos

- Elfication Station: Amazing Alisha and Awesome Andrea painted hundreds of tiny faces and made custom holiday balloons for every kid so everyone walked out of there with a present
- Live Music Performance, *A Calico Christmas*, by local band Calico Bones
- Photos with Santa & The Grinch (Deputy City Clerk Beardemph!!)
- Goody Bags for Volunteers
- 1 month of Winterfest Billboard on Hwy 11
- Photographer to document event

File Attachments

- [Calico Bones - Band.jpg \(122 KB\)](#)
- [Elfication Station.jpg \(104 KB\)](#)
- [Elfication Station 2.jpg \(113 KB\)](#)
- [Gingerbread Houses.jpg \(113 KB\)](#)
- [Gingerbread Houses 2.jpg \(131 KB\)](#)
- [Grinch.jpg \(137 KB\)](#)
- [Santa & The Grinch 2.jpg \(116 KB\)](#)
- [Scary Grinch.jpg \(121 KB\)](#)
- [Vendor - Finch & Leigh.jpg \(122 KB\)](#)
- [Vendor - Horndawg Antler Chews & Apparel.jpg \(105 KB\)](#)
- [Vendor - ImagiNative Trails.jpg \(120 KB\)](#)
- [Vendor - Water Lilly Botanicals.jpg \(93 KB\)](#)
- [Santa.jpg \(130 KB\)](#)
- [Parade - Big Bike.jpg \(103 KB\)](#)
- [Parade - WWU Plane.jpg \(113 KB\)](#)

3. Closing Items.

Subject :	3.01 Good of the Order
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	3. Closing Items.
Access :	Public
Type :	Discussion, Information
Subject :	3.02 Conclusion
Meeting :	Jan 6, 2026 - City Council Workshop - Hybrid (In-Person & Online)
Category :	3. Closing Items.
Access :	Public
Type :	Procedural

Public Content

Mayor Hernández will conclude the workshop.

STATE OF WASHINGTON,

OATH OF OFFICE

County of Walla Walla

I, Jordan Green, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and all local ordinances; and that I will faithfully and impartially discharge the duties of the office of City Councilor for the City of College Place according to the law and the best of my ability.


Signature

City Council Position #1

I certify that I know or have satisfactory evidence that Jordan Green is the person who appeared before me, and said person acknowledged that he signed this Oath of Office, and acknowledged it to be his free and voluntary act for uses and purposes mentioned in this instrument.

DATED this 6th day of January, 2026





**Carolyn Holm, City Clerk
City of College Place, Washington**

STATE OF WASHINGTON,

OATH OF OFFICE

County of Walla Walla

I, _____, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and all local ordinances; and that I will faithfully and impartially discharge the duties of the office of City Councilor for the City of College Place according to the law and the best of my ability.

_____, City Council Position #2
Signature

I certify that I know or have satisfactory evidence that Michael Cleveland is the person who appeared before me, and said person acknowledged that he signed this Oath of Office, and acknowledged it to be his free and voluntary act for uses and purposes mentioned in this instrument.

**DATED this 6th day of January, 2026
51430**

**Carolyn Holm, City Clerk
City of College Place, Washington**

STATE OF WASHINGTON,

OATH OF OFFICE

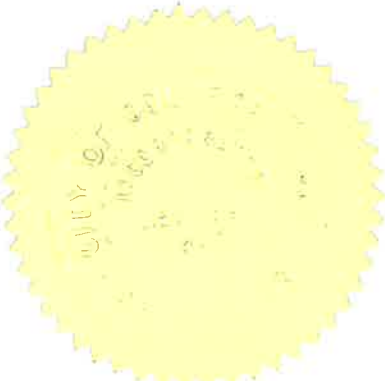
County of Walla Walla

I, Nadine Stecklein, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and all local ordinances; and that I will faithfully and impartially discharge the duties of the office of City Councilor for the City of College Place according to the law and the best of my ability.


_____, City Council Position #3
Signature

I certify that I know or have satisfactory evidence that Nadine Stecklein is the person who appeared before me, and said person acknowledged that she signed this Oath of Office, and acknowledged it to be her free and voluntary act for uses and purposes mentioned in this instrument.

DATED this 6th day of January, 2026





Carolyn Holm, City Clerk
City of College Place, Washington

51430
STATE OF WASHINGTON,

OATH OF OFFICE

County of Walla Walla

I, Norma Hernández, do solemnly swear that I am a Citizen of the United States and of the State of Washington; that I will support the Constitution of the United States and the Constitution and Laws of the State of Washington, and all local ordinances; and that I will faithfully and impartially discharge the duties of the office of Mayor for the City of College Place according to the law and the best of my ability.

Norma Hernández, Mayor of College Place
Signature

I certify that I know or have satisfactory evidence that Norma Hernández is the person who appeared before me, and said person acknowledged that she signed this Oath of Office, and acknowledged it to be her free and voluntary act for uses and purposes mentioned in this instrument.

DATED this 6th day of January, 2026

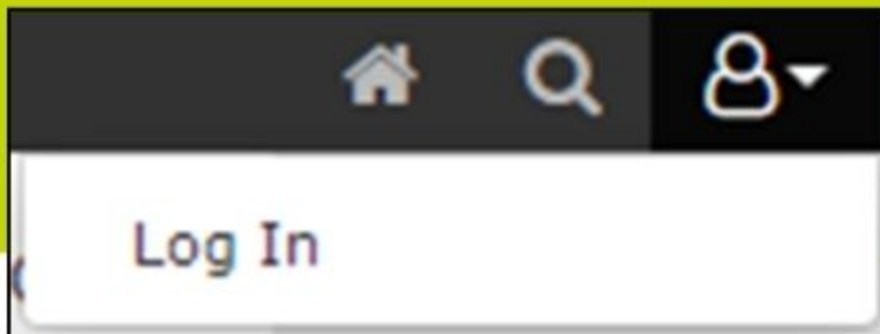


Carolyn Holm
Carolyn Holm, City Clerk
City of College Place, Washington

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.



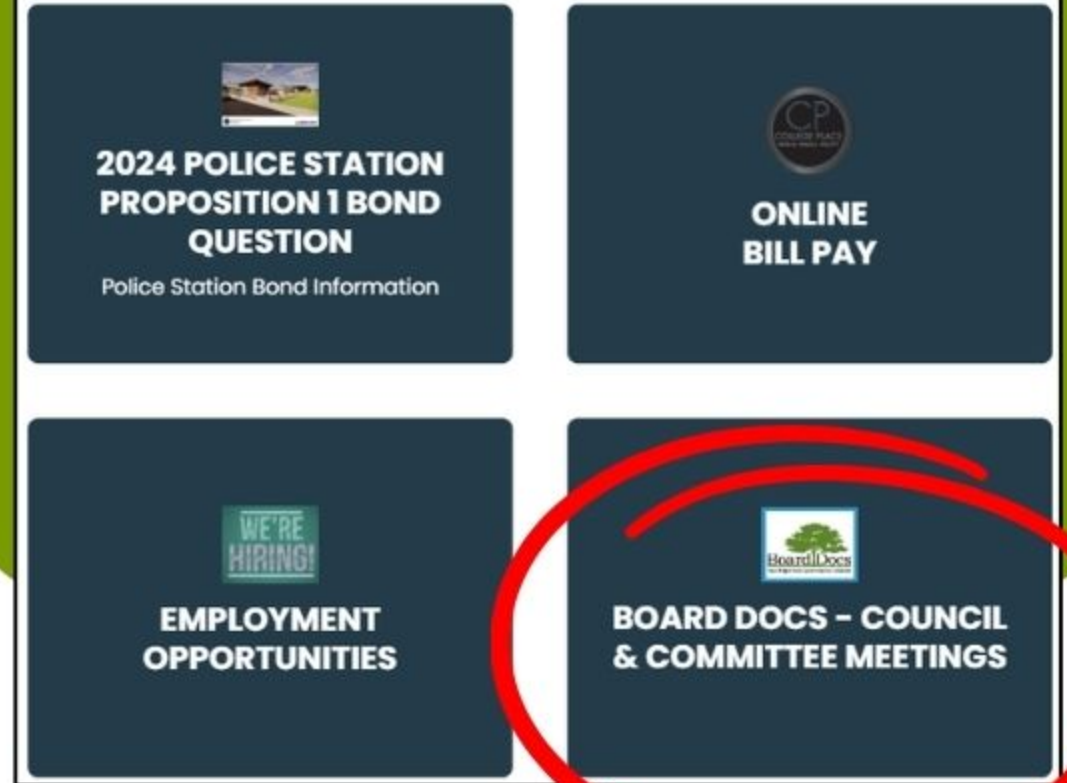
1

2

VISIT WWW.CPWA.US

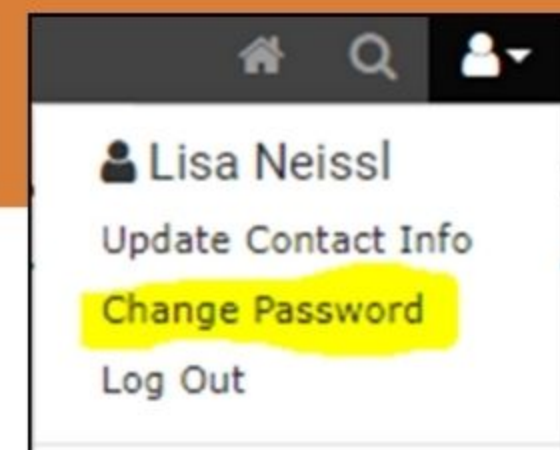
- From the City website, scroll down to the QUICKLINKS section.
- Click on the BoardDocs link.

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.

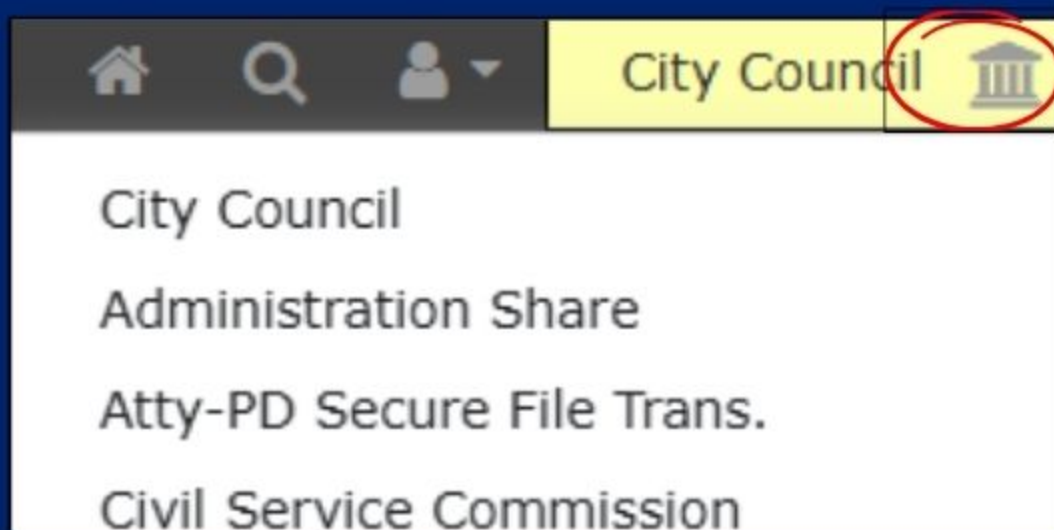


3

4

FIND YOUR COMMISSION

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



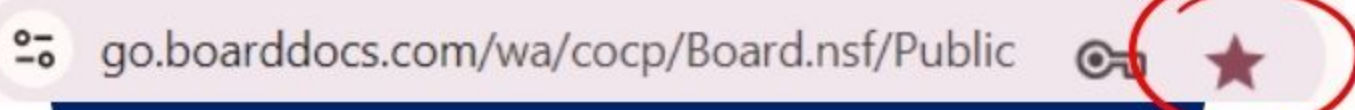
BOOKMARK

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



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 Examples of Public Records
- 04 Best Practices
- 05 Questions?

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



"Writing" 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, C 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





Questions?

Most actions performed on behalf of your government agency are considered a public record.

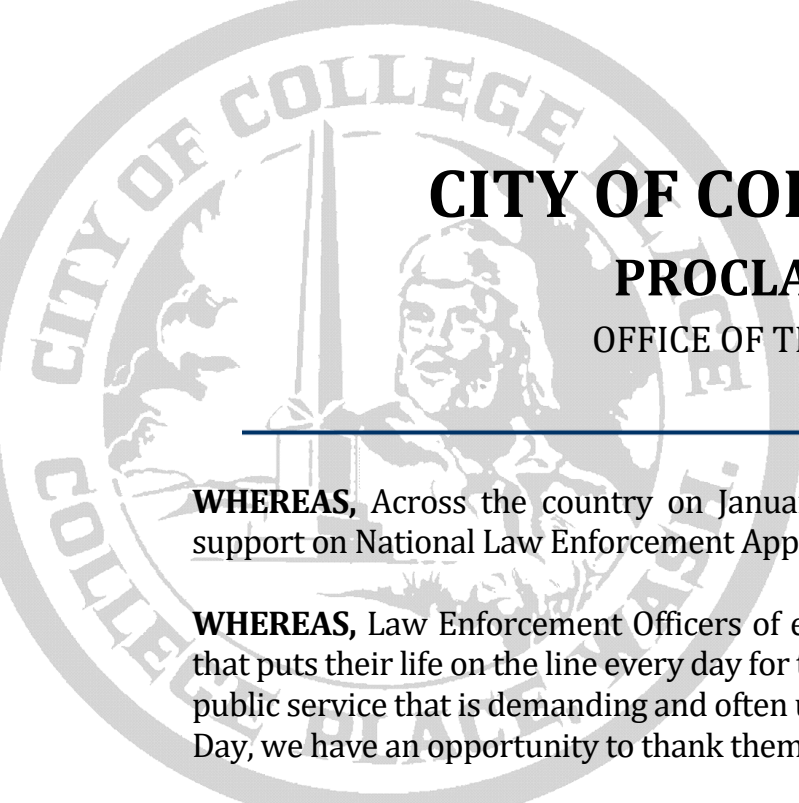


Mayoral Proclamation

From the office of
Mayor Norma Hernández

Law Enforcement Appreciation Day

January 9, 2026

The seal of the City of College Place is a circular emblem. It features a central figure, likely a historical or allegorical person, holding a staff or scepter. The words "CITY OF COLLEGE PLACE" are inscribed around the perimeter of the seal.

CITY OF COLLEGE PLACE

PROCLAMATION

OFFICE OF THE MAYOR

WHEREAS, Across the country on January 9, citizens take the lead to demonstrate support on National Law Enforcement Appreciation Day.

WHEREAS, Law Enforcement Officers of every rank and file have chosen a profession that puts their life on the line every day for their communities. They've answered a call to public service that is demanding and often unappreciated. On National Law Enforcement Day, we have an opportunity to thank them for their service and offer a token of respect.

WHEREAS, National Law Enforcement Appreciation Day was founded in 2015 to thank officers across the country for all the daily sacrifices they make for their communities. Concerns of Police Survivors, the FBI National Academy Associates, the Fraternal Order of Police, the International Association of Chief of Police, the Officer Down Memorial Page, Law Enforcement United, the National Law Enforcement Officers Memorial Fund, International Conference of Police Chaplains, National Troopers Coalition only name a few of the long list of organizations supporting inaugural day of National Law Enforcement Officers Appreciation Day. Since then, nationwide many more organizations have joined forces to support National Law Enforcement Appreciation Day (L.E.A.D.) to spread encouragement and respect to these dedicated men and women.

THEREFORE, BE IT RESOLVED I, Norma L. Hernandez, Mayor of the City of College Place, Washington do hereby proclaim January 9, 2026 as

Law Enforcement Appreciation Day

in the City of College Place.

Dated this 6th Day of January, 2026

Norma L. Hernández, Mayor



FUN Raising Food Trust

calico calico



ALICOs

March 11th

CD's \$10

Region 5

Shirley W. Black or Co-
\$5.00 \$10





























