

**CITY OF KENNEWICK  
CITY COUNCIL  
Workshop  
September 10, 2024**

**City Council Present – In Person Unless Noted Otherwise:**

**Gretl Crawford**, *Mayor*  
**Loren Anderson**, *Councilmember*  
**Brad Beauchamp**, *Councilmember*

**Jason McShane**, *Councilmember*  
**Jim Millbauer**, *Councilmember*  
**John Trumbo**, *Councilmember*

**City Staff Present:**

**Erin Erdman**, *City Manager*  
**Dan Legard**, *Deputy City Manager*  
**Cary Roe**, *Deputy City Manager*  
**Lisa Beaton**, *City Attorney*  
**Isaac Merkl**, *Police Commander*  
**Chad Michael**, *Fire Chief*  
**John Cowling**, *Public Works Director*

**Nick Farline**, *Parks Director*  
**Chad Crouch**, *Human Resources Director*  
**Krystal Townsend**, *City Clerk*  
**Dana Dollarhyde**, *Lead Communications Specialist/Executive Assistant*  
**Jason Kiel**, *Police Commander*  
**Robert Ball**, *Deputy Fire Chief*

1. **CALL TO ORDER.** Mayor Crawford called the meeting to order at 6:30 p.m.

Mayor Crawford explained Mayor Pro Tem Torelli could not attend this meeting due to his required attendance at a meeting associated with his Council committee assignment responsibilities.

|                    |                                                                             |
|--------------------|-----------------------------------------------------------------------------|
| <b>MOTION:</b>     | Councilmember Anderson moved to excuse the absence of Councilmember Trumbo. |
| <b>SECOND:</b>     | Councilmember Millbauer.                                                    |
| <b>DISCUSSION:</b> | None.                                                                       |
| <b>VOTE:</b>       | <b>The motion passed unanimously (6-0).</b>                                 |

2. **STATE OF THE TRANSIT UPDATE: BEN FRANKLIN TRANSIT.** Ms. Erdman introduced Kevin Sliger, Chief Planning & Development Officer for Ben Franklin Transit (BFT). Mr. Sliger provided a comprehensive overview of BFT's services, benefit area, service change & metric, impacts of Initiative 2117 together with their annual service plan and long-range transit plan. Mr. Sliger responded to Council questions. **No final disposition of this matter taken.**
3. **DISCUSSION: COUNCILMEMBER MEETING ATTENDANCE RULES OF PROCEDURE.** Ms. Erdman and Ms. Townsend led an engaging discussion focused on the benefits and details of a governance manual, particularly regarding attendance at Council meetings. Ms. Erdman highlighted the advantages of having such a manual and clarified that the Council possesses the sole authority to adopt rules that align with their preferences. Councilmembers engaged thoughtfully, sharing their preferences, philosophies, and perspectives. In response to their inquiries, Ms. Erdman and Ms. Townsend provided clarification and options to consider.

Councilmembers raised concerns with the timing and purpose of this governance manual. Ms. Townsend underscored that rather than viewing the governance manual as a solution to existing problems, this has been brought forward now specifically because of how well this Council works together. She emphasized that the time to implement these guidelines is now, in order to assist

future Councilmembers, rather than postponing the project until conflicts or disputes arise within for them.

Councilmembers expressed their support for establishing rules that would enable staff to assist the Council both adequately and impartially. However, they emphasized the importance of creating general guidelines rather than codifying every hypothetical scenario. Ms. Erdman spoke in support of this perspective.

In response to the motion from last week's meeting allowing remote attendance, Councilmembers sought a more straightforward method to temporarily suspend rules, requiring only a simple majority of members present instead of the supermajority outlined in Roberts Rules of Order. In light of this, Ms. Erdman proposed repealing KMC 2.04.048 to resolve the outdated notice requirements and agreed that a simplified process for suspending rules would be included in the final draft of the governance manual.

Ms. Erdman clarified the rules distributed in the packet are non-binding until the final governance manual is adopted but requested Council voluntarily abide by them in the interim to ensure quorums at Council meetings and to minimize disruptions to staff workloads.

Ms. Erdman sought consensus or objection to the suggestions made during the discussion and the objection or consensus to repeal KMC 2.04.048 at the next Council meeting. **Although a formal vote did not occur, the lack of opposition implied a presumed consensus. With this understanding, Ms. Erdman will proceed with the steps to repeal KMC 2.04.048 and incorporate the details from tonight's discussion into the final governance manual.**

**4. ADJOURNMENT.** Mayor Crawford concluded the meeting at 7:52 p.m.



Krystal Townsend, CMC, CPRO  
City Clerk

**At the time of publishing these minutes, the City Council meeting recording is available at:**  
<https://kennewickwa.new.swagit.com/videos/314740>