

**CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
January 28, 2025**

City Council Present – In Person:

Gretl Crawford, *Mayor*
Chuck Torelli, *Mayor Pro Tem*
Brad Beauchamp, *Councilmember*

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

City Staff Present:

Erin Erdman, *City Manager*
Lisa Beaton, *Deputy City Manager*
Cary Roe, *Deputy City Manager*
Laurencio Sanguino, *City Attorney*
Chris Guerrero, *Police Chief*
Chad Michael, *Fire Chief*

Jessica Platt, *Finance Director*
Robert Ball, *Deputy Fire Chief*
Jose Santoy, *Police Commander*
Krystal Johnston, *City Clerk*
Chad Crouch, *Executive Services Director*
Isaac Merkl, *Police Commander*

CALL TO ORDER. Mayor Crawford called the meeting to order at 6:30 p.m. Mayor Crawford called roll; all Councilmembers were present with the exception of Councilmember Anderson.

Mayor Crawford explained Councilmember Anderson gave advance notice of his absence and has requested that his absence be excused.

MOTION:	Mayor Pro Tem Torelli moved to excuse the absence of Councilmember Anderson.
SECOND:	Councilmember Beauchamp.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

Mayor Crawford announced there were no citizen comments submitted.

- 1. UPDATES TO KENNEWICK MUNICIPAL CODE (KMC) AND TRANSITION FROM KENNEWICK ADMINISTRATIVE CODE (KAC).** Ms. Beaton provided a staff report, explaining the project's intent and purpose. Ms. Beaton reviewed the process and explained tonight represents the first phase of several planned updates that will be coming forward in the future. No questions were raised; **no final disposition of this matter taken.**
- 2. FIRE DEPARTMENT: RECOMMENDED UPDATES TO THE KENNEWICK MUNICIPAL CODE.** Chief Michael introduced Deputy Chief Robert Ball. Chief Ball provided a comprehensive staff report and highlighted plans to update content relating to the Fire Department in the Kennewick Municipal Code. Chief Ball and Ms. Beaton responded to Council questions and provided additional clarifying information. This matter will be presented to the full Council for final action at an upcoming Council meeting. **No final disposition of this matter taken.**

3. **POLICE DEPARTMENT: RECOMMENDED UPDATES TO THE KENNEWICK MUNICIPAL CODE.** Chief Guerrero introduced Commander Santoy. Commander Santoy provided a comprehensive staff report and highlighted plans to update content relating to the Police Department in the Kennewick Municipal Code. This matter will be presented to the full Council for final action at an upcoming Council meeting. No questions were raised; **no final disposition of this matter taken.**
4. **GOVERNANCE MANUAL DISCUSSION & COLLABORATION.** Ms. Erdman provided a comprehensive report and explained the purpose of the meeting was to get an understanding of Council's preferred alternatives for several elements of the draft Governance Manual. Other elements of the draft governance manual will be brought forward to future workshops. Once all elements have been reviewed in workshops, Ms. Erdman will consolidate the consensus and comments into a final draft for Council's consideration at an upcoming regular meeting.

No formal votes were taken; however, consensus was reached on several points with the understanding the consensus was for the purpose of developing a draft manual. No final action was reached on any matter; Council will have an opportunity to discuss and debate elements of the Governance Manual when it comes forward for adoption at a regular meeting.

Regular Meetings Order of Business (pg. 7): Consensus to order the items under Call to order as Pledge, Roll Call, Invocation, then Honors & Recognition.

Council discussed the value of various public comment models: a single visitor section, the order of public comment, maintaining a possible second visitor section with the purpose of feedback. Consensus to condense into a single visitor section immediately following Call to Order (and relevant activities).

Public Comment Duration (pg. 11): Council discussed the merit of imposing a time limit, how to allocate time, the option to suspend rules, consensus to impose a 30-minute cap.

Workshop Final Action (pg. 8): Council discussed the impact of final action on the public's ability to provide meaningful observation and public comment. Clarification was provided that Council could suspend the public comment rules to allow in-person comment at any time. Consensus was reached to approve this modification.

Placing Items on an Agenda (pg. 16): Council discussed the method by which items are placed on the agenda and debated the pros and cons of various options. Councilmembers indicated their preference on this matter. One Councilmember spoke against the proposed language. Some Councilmembers indicated support of the general concept of the Mayor and City Manager each having authority to place items on the agenda.

Term Limits for Mayor and Mayor Pro Tem (pg. 22 & 23): Council discussed term limits with the majority opposed.

Filling Council Vacancies (pg. 25): Councilmembers were in favor of a coin toss mechanism to break a tie.

Board and Commission Attendance (pg. 31): Councilmembers were in favor of increasing the number of unexcused absences to three per year versus two.

Board and Commission Alternate Appointees (pg. 31): Consensus to strike the option of alternates altogether.

Other: Ms. Erdman drew Council's attention to the proposed Appendix C, City Manager Performance Review, and encouraged Council to review the proposed language and be prepared to discuss/consider at the next session. Councilmember spoke to the merit of a clear framework for providing goals and feedback for the City Manager's performance. Ms. Erdman will add additional language that she has heard from Mayor and Mayor Pro Tem to the appendix for additional consideration.

CONCLUSION. Mayor Crawford concluded the meeting at 8:23 p.m.

Krystal Johnston
Krystal Johnston, 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/327063>