City Council Regular Meeting Agenda
September 2, 2025 at 6:30 PM
City Hall Council Chambers - 210 W 6th Ave and Virtual

Meetings are broadcast live at https://www.go2kennewick.com/CouncilMeetingBroadcasts.
Public comment registration and instructions are available at https://www.go2kennewick.com/PublicComments.

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1. **CALL TO ORDER**

   Roll Call/Pledge of Allegiance/Welcome/Invocation

2. **VISITORS**

   A total of thirty minutes is allocated for visitor comments, with each person permitted to speak once for a maximum of three minutes. Visitors are welcome to address any topic, except for: campaigns; ballot measures; candidates running for office; items under public hearing; and quasi-judicial matters. Comments can be submitted in person, remotely via Zoom, or in writing. Written comments will be distributed to each Councilmember but not read into the record. If you want to provide feedback through Zoom or written format, please reach out to the City Clerk or our website for guidance. www.go2kennewick.com

3. **APPROVAL OF AGENDA**

4. **CONSENT AGENDA**

   All items included in the Consent Agenda have been provided to each member of the Kennewick City Council for review and consideration. These items are deemed routine and will be approved with a single motion from the Council, without any separate discussion. A Councilmember may remove an item for further consideration under New Business.

   a. **Meeting Minutes: August 19, 2025, City Council Regular Meeting**
      Motion to approve the minutes as presented.

   b. **Meeting Minutes: August 26, 2025, City Council Workshop**
      Motion to approve the minutes as presented.

   c. **Proclamation: Authorization for Proclamation Commemorating the Carmichael Memorial Rededication**
      Motion to authorize the proclamation as presented.

   d. **Claim Roster: Toyota Center Operations and Box Office Accounts**
      Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for July 2025 in the amount of $393,061.94 comprised of check numbers 28455-28505 in the amount of $107,783.40 and electronic transfers in the amount of $285,278.54.

   e. **Claims Roster: Columbia Park Golf Course Account**
      Motion to approve the Claims Roster for the Columbia Park Golf Course Account for July 2025 in the amount of $56,349.56 consisting of check numbers 2927-2949 and 2970-2981 in the amount of $16,910.10 and electronic transfers in the amount of $39,439.46.

f. **Payroll Roster: For the Pay Period Ending 08/15/2025**
Motion to approve the payroll roster for the pay period ending 08/15/2025.

g. **Final Plat: Clearwater North Phase 1 at 10010 W Clearwater Drive; SUB-2025-0005**
Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Clearwater North Phase 1, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

h. **Final Plat: South Hill Manors at 742 W 54th Avenue; SUB-2025-0008**
Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of South Hill Manors, contingent on payment of fees and bonding for incomplete sidewalk and landscape work.

i. **Contract Award: 2025 City-Wide Asphalt Patching Project; Project P2515**
Motion to award the project to Central Paving LLC as presented and authorize the City Manager to execute the contract.

j. **Grants: Authorizing a 2026 Community Development Grant Program Application for Infrastructure Improvements on S Juniper St**
Motion to authorize staff to apply for funding for improvements on S Juniper St.

k. **Grants: Authorizing a 2026 Community Development Grant Program Application for Park Improvements**
Motion to authorize staff to apply for grant funding for multi-use field renovations at Eastgate Park, covered shelter at Vancouver pump track and new swings and surface at Hawthrone Park.

5. ORDINANCES

a. Ordinance: City Council Salaries, Amending Section 2.04.075 of the Kennewick Municipal Code

b. Ordinance: Dog Park Regulations Amending Section 10.08.040 of the Kennewick Municipal Code

6. COUNCIL COMMENTS & DISCUSSION

7. CONCLUSION

To assure disabled persons the opportunity to participate in or benefit from City services, please provide twenty-four (24) hour advance notice for additional arrangements to reasonably accommodate special needs.
Please be advised that all Kennewick City Council Meetings are Audio and Video Taped

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<tr><td rowspan="2">Council Agenda Coversheet</td><td>Item Number:</td><td>4.a.</td><td>Date:</td><td>9/2/2025</td><td rowspan="4">Category:
Consent Agenda</td></tr>
<tr><td>Item Type:</td><td colspan="3">General Business Item</td></tr>
<tr><td rowspan="2"></td><td>Subject:</td><td colspan="3">Meeting Minutes: August 19, 2025, City Council Regular Meeting</td></tr>
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Recommendation

Staff recommends Council approve the meeting minutes as presented.

Motion for Consideration

Motion to approve the minutes as presented.

Summary

The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.

Alternatives

The City Council may make corrections to errors and approve the meeting minutes as amended.

Fiscal Impact

None.

Attachments:

1. Minutes - Draft

CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
August 19, 2025

City Council Present:

Gretl Crawford, *Mayor*
Chuck Torelli, *Mayor Pro Tem*
Loren Anderson, *Councilmember*
Brad Beauchamp, *Councilmember*
Jason McShane, *Councilmember*
Jim Millbauer, *Councilmember*
John Trumbo, *Councilmember*

City Staff Present:

Erin Erdman, *City Manager*
Laurencio Sanguino, *City Attorney*
Jessica Platt, *Finance Director*
Anthony Muai, *Planning Director*
John Cowling, *Public Works Director*
Jason Kiel, *Police Commander*
Michael Heffner, *Fire Chief*
Cary Roe, *Deputy City Manager*
Lisa Beaton, *Deputy City Manager*
Krystal Johnston, *City Clerk*
Chad Crouch, *Executive Services Director*
Jose Santoy, *Police Commander*
Jillian Henze, *PIO/Marketing Supervisor*

1. CALL TO ORDER

Mayor Crawford called the meeting to order at 6:30 p.m.

Ms. Johnston stated all councilmembers were in attendance and that a quorum was established.

Councilmember Millbauer led the Pledge of Allegiance.

Doug Slachter provided the invocation.

PROCLAMATION: ATTENDANCE AWARENESS MONTH: Mayor Crawford read the proclamation into the record and presented it to Commander Kiel who accepted it on behalf of the United Way of Benton and Franklin Counties.

PROCLAMATION: CERTIFICATE OF MUNICIPAL LEADERSHIP PRESENTED TO COUNCILMEMBER MILLBAUER: Mayor Crawford described Councilmember Millbauer’s achievement and read a letter from Fred Brink, Association of Washington Cities President/West Richland Mayor Pro Tem, recognizing the significance of the certification process.

2. VISITORS:

Two written comments were received regarding the Waste Management Contract. The City Clerk published the comments to the meeting portal and distributed to Council before the meeting.

A representative from AMR (American Medical Response) spoke to the services they provide to our community.

A resident shared their perspective on the proposed Waste Management contract and the level of services provided.

A visitor spoke to the funding concerns for the Historic Downtown Kennewick Partnership; and advocated for construction of an indoor pool.

Six speakers requested construction of an indoor pool and support for swimming programs.

A visitor spoke to the strong positive impact public art has on the community to include tourism, retail, and quality of life.

3. APPROVAL OF AGENDA

MOTION:	Mayor Pro Tem Torelli moved to approve the agenda as presented.
SECOND:	Councilmember Millbauer
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (7-0)**

4. CONSENT AGENDA

MOTION:	Mayor Pro Tem Torelli moved to approve the consent agenda as presented.
SECOND:	Councilmember Millbauer
VOTE:	**The motion passed** *(6-1; Councilmember Trumbo dissenting)*

a. **Meeting Minutes: July 15, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.

b. **Meeting Minutes: July 22, 2025, City Council Workshop**
Motion to approve the minutes as presented.

c. **Meeting Minutes: August 12, 2025, City Council Workshop**
Motion to approve the minutes as presented.

d. **Board & Commission Vacancy: Arts Commission Appointment Position 3**
Motion to approve the Interview Committee's recommendation to appoint Thomas Lopez to Position 3 of the Arts Commission with a term expiring March 31, 2029.

e. **Boards & Commissions: Appointing Michael Garza to the Tourism Promotion Area (TPA) Commission and Lodging Tax Advisory Committee (LTAC) for Terms Expiring August 31, 2026.**
Motion to appoint Michael Garza to Position 2 of the Tourism Promotion Area Commission and Position 3 of the Lodging Tax Advisory Committee with terms expiring August 31, 2027.

f. **Claims Roster: July 2025**
Motion to approve the Claims Roster for July 2025 in the amount of $5,606,526.26 comprised of electronic payments and check numbers 320243-320624.

g. **Claim Roster: Toyota Center Operations and Box Office Accounts**
Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for June 2025 in the amount of $592,284.58 comprised of check numbers 28395-28454 in the amount of $106,310.15 and electronic transfers in the amount of $485,974.43.

h. **Claims Roster: Columbia Park Golf Course Account**
Motion to approve the Claims Roster for the Columbia Park Golf Course Account for June 2025 in the amount of $49,063.88 consisting of check numbers 2910-2926 and 321-322 in the amount of $12,780.94 and electronic transfers in the amount of $36,282.94.

i. **Payroll Roster: For the Pay Period Ending 7/15/2025**
Motion to approve the payroll roster for the pay period ending 07/15/2025.

j. **Payroll Roster: For the Pay Period Ending 07/31/2025**
Motion to approve the payroll roster for the pay period ending 07/31/2025.

k. **Three Rivers Convention Center Expansion Project: Authorization to Utilize Lot E for Surface Parking**
Motion to authorize the use of Lot E (parcel # 313143) for a surface parking lot.

l. **Final Plat: Maple Meadows located at 5512 W Metaline Ave; SUB-2025-0007**
Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Maple Meadows, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

m. **Contract: 2026-2028 Tri-Cities HOME Consortium Agreement**
Motion to authorize the City Manager to sign the Tri-Cities HOME Consortium Agreement for Program Years 2026-2028.

n. **Project Acceptance: E 4th & Elm Waterline Replacement (Re-bid) Project**
Motion to accept the work of Sonray Enterprises, LLC for contract P2308-23, E. 4th & Elm Waterline Replacement (Re-bid) Project, in the amount of $1,196,495.68.

o. **Project Acceptance: Water Filtration Plant Miscellaneous Upgrades Phase 1 Project**
Motion to accept the work of Industrial Construction of Washington, LLC for contract P2117-23, Water Filtration Plant Miscellaneous Upgrades Phase 1 (Re-Bid) Project, in the amount of $995,105.76.

p. **Project Acceptance: Water Filtration Plant Miscellaneous Upgrades Phase 2 Project**
Motion to accept the work of Vincent Brothers, LLP for contract P2117-24, Water Filtration Plant Miscellaneous Upgrades Phase 2 Project, in the amount of $1,501,019.69

q. **Contract: 7th Avenue Corridor & Cherry Blossom Heights Stormwater Alternatives Analyses Project**
Motion to approve the agreement with Aspect Consulting for the two stormwater alternatives analyses (P2510) as presented.

r. **Resolution 25-11: Accepting WWTP Phase 2 SRF Additional Funding**
Motion to adopt the resolution as presented and authorize the City Manager to sign DOE's amended funding agreement. The Clerk Assigned Resolution No. 25-11.

5. ORDINANCES

a. Ordinance 25-6113: Non-Emergency Transport Ambulance Permitting, Amending KMC 9.36.110, 9.36.120 & 9.36.150

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO AMBULANCE SERVICES AND AMENDING SECTIONS 9.36.110, 9.36.120 AND 9.36.150 OF THE KENNEWICK MUNICIPAL CODE

Chief Heffner provided a staff report. No questions were raised.

MOTION: Councilmember Millbauer moved to adopt the ordinance as presented.

SECOND: Councilmember McShane

DISCUSSION: None.

VOTE: **The motion passed unanimously (7-0)**

The City Clerk assigned Ordinance No. 25-6113.

b. Ordinance 25-6114: Housekeeping Code Updates Pertaining to Domestic Violence Definitions, Amending KMC Sections 10.01.290 and 10.01.300

Ms. Johnston read the ordinance title into the record:

AN ORDINANCE RELATING TO GENERAL PROVISIONS AND AMENDING SECTIONS 10.01.290 AND 10.01.300 OF THE KENNEWICK MUNICIPAL CODE

Mr. Sanguino provided a staff report. No questions were raised.

MOTION:	Mayor Pro Tem Torelli moved to adopt the ordinance as presented.
SECOND:	Councilmember Anderson
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (7-0)**
The City Clerk assigned Ordinance No. 25-6114.	

c. Resolution 25-12: Adopting a Master Fee Schedule

Ms. Platt presented a staff report detailing the correlation between the Master Fee Schedule Resolution and the ordinances listed under the Ordinance Docket (Items 5.d.1 through 5.d.22). She clarified that the Master Fee Schedule introduces only one new fee for copies of privileged records, while all other fees are already established across 22 sections of the Kennewick Municipal Code; existing fees will not be raised and reduced as a result of the housekeeping ordinance docket. The resolution aims to consolidate these fees into a single location, enhancing their accessibility, ease of updates, and overall management. Ms. Platt called out minor corrections to the fee schedule published in the revised packet on August 18.

Ms. Platt expressed her appreciation to staff members for their assistance on the project and especially recognized the work of Student Clerk Elizabeth Dhondt.

Ms. Platt and Ms. Johnston answered Council's questions with most questions pertaining to the new Matter of Right fee. Ms. Johnston described the new program and explained the rules for the program are still under consideration. The fee will reimburse the City for a small portion of the cost to produce the records but will not fully offset the cost.

MOTION:	Mayor Pro Tem Torelli moved to adopt the resolution as presented.
SECOND:	Councilmember McShane
DISCUSSION:	Council complimented staff on the project and remarked on the quality of the fee schedule document.
VOTE:	**The motion passed unanimously (7-0)**
The City Clerk assigned Resolution No. 25-12.	

d. Ordinance: Housekeeping Code Update Docket Pertaining to Citywide Fee Schedules

Mayor Crawford explained all matters listed within the ordinance docket were distributed to each member of the Kennewick City Council for reading and study, are considered to be routine, and may be enacted by one motion of the Council. She advised that following the staff report, Council could request additional information or speak to any of the ordinances under the docket. She further explained that a Councilmember opposed to one or more ordinance, could strike that item from the docket for separate consideration and vote.

Ms. Johnston read each of the ordinance titles into the record as listed below:

5.d.1 AN ORDINANCE RELATING TO IMPACT FEES FOR PARKS, OPEN SPACES, AND RECREATION FACILITIES AND AMENDING SECTION 3.90.160 OF THE KENNEWICK MUNICIPAL CODE

5.d.2 AN ORDINANCE RELATING TO SMALL CELL DEPLOYMENT: FRANCHISE AND SMALL CELL PERMITS AND AMENDING SECTION 4.14.020 OF THE KENNEWICK MUNICIPAL CODE

5.d.3 AN ORDINANCE RELATING TO PUBLIC WORKS CONSTRUCTION STANDARDS AND AMENDING SECTION 5.56.095 OF THE KENNEWICK MUNICIPAL CODE

5.d.4 AN ORDINANCE RELATING TO GENERAL PROVISIONS AND AMENDING SECTIONS 6.01.070 AND 6.01.110 OF THE KENNEWICK MUNICIPAL CODE

5.d.5 AN ORDINANCE RELATING TO BUSINESS ACTIVITIES AND AMENDING SECTIONS 6.08.150 AND 6.08.250 OF THE KENNEWICK MUNICIPAL CODE

5.d.6 AN ORDINANCE RELATING TO DEALERS IN USED GOODS AND AMENDING SECTION 6.17.050 OF THE KENNEWICK MUNICIPAL CODE

5.d.7 AN ORDINANCE RELATING TO PEDDLERS AND AMENDING SECTION 6.23.050 OF THE KENNEWICK MUNICIPAL CODE

5.d.8 AN ORDINANCE RELATING TO DANCING AND AMENDING SECTION 6.33.050 OF THE KENNEWICK MUNICIPAL CODE

5.d.9 AN ORDINANCE RELATING TO ADULT CONCESSIONS AND AMENDING SECTION 6.35.050 OF THE KENNEWICK MUNICIPAL CODE

5.d.10 AN ORDINANCE RELATING TO CIRCUSES, CARNIVALS, AND MUSICAL ASSEMBLIES AND AMENDING SECTION 6.47.050 OF THE KENNEWICK MUNICIPAL CODE

5.d.11 AN ORDINANCE RELATING TO SECURITY SYSTEMS AND AMENDING SECTION 6.60.025 OF THE KENNEWICK MUNICIPAL CODE

5.d.12 AN ORDINANCE RELATING TO NUISANCES AND AMENDING SECTION 9.48.040 OF THE KENNEWICK MUNICIPAL CODE

5.d.13 AN ORDINANCE RELATING TO MODEL TRAFFIC ORDINANCE AND AMENDING SECTION 11.90.635 OF THE KENNEWICK MUNICIPAL CODE

5.d.14 AN ORDINANCE RELATING TO TRANSPORTATION IMPACT FEES AND AMENDING SECTION 13.16.070 OF THE KENNEWICK MUNICIPAL CODE

5.d.15 AN ORDINANCE RELATING TO NEIGHBORHOOD TRAFFIC CALMING AND AMENDING SECTIONS 13.40.270 AND 13.40.280 OF THE KENNEWICK MUNICIPAL CODE

5.d.16 AN ORDINANCE RELATING TO ACCOUNTS AND AMENDING SECTIONS 14.07.030, 14.07.070, 14.07.100, 14.07.110, AND 14.07.120 OF THE KENNEWICK MUNICIPAL CODE

5.d.17 AN ORDINANCE RELATING TO CHARGES AND AMENDING SECTIONS 14.13.010, 14.13.030, 14.13.040, 14.13.050, AND 14.13.090 OF THE KENNEWICK MUNICIPAL CODE

5.d.18 AN ORDINANCE RELATING TO SANITARY SEWERAGE CONNECTION CHARGES AND AMENDING SECTIONS 14.24.010 AND 14.24.020 OF THE KENNEWICK MUNICIPAL CODE

5.d.19 AN ORDINANCE RELATING TO SANITARY SEWER USER CHARGES AND AMENDING SECTIONS 14.26.020, 14.26.030 AND 14.26.040 OF THE KENNEWICK MUNICIPAL CODE

5.d.20 AN ORDINANCE RELATING TO REGULATING UNFIT AND SUBSTANDARD STRUCTURES AND AMENDING SECTIONS 9.44.090 AND 9.44.110 OF THE KENNEWICK MUNICIPAL CODE

5.d.21 AN ORDINANCE RELATING TO FIRE PREVENTION CODE AND AMENDING SECTION 15.30.240 OF THE KENNEWICK MUNICIPAL CODE

5.d.22 AN ORDINANCE RELATING TO BLASTING PERMITS AND AMENDING SECTION 15.35.040 OF THE KENNEWICK MUNICIPAL CODE

Ms. Platt explained this is the second phase of the implementation of the Master Fee Schedule and simply cleans the code up to refer to the resolution. No questions raised.

Mayor Crawford inquired if Council wished to pull any ordinance from the docket. None were pulled.

MOTION:	Mayor Pro Tem Torelli moved to approve the housekeeping fee update ordinance docket as presented (docket items 5.d.1 through 5.d.22).
SECOND:	Councilmember Millbauer
DISCUSSION:	None.
VOTE:	**The motion passed** (**6-1**; *Councilmember Trumbo abstained without an explanation*)

The City Clerk assigned the ordinance numbers listed below.

5.d. 1 Ordinance 25-6115: Updating Impact Fees for Parks, Open Spaces, and Recreation Facilities, Amending KMC 3.90.160

5.d. 2 Ordinance 25-6116: Updating Small Cell Deployment Fees for Franchise and Small Cell Permits and Amending KMC 4.14.020

5.d. 3 Ordinance 25-6117: Updating Fees Relating to Public Works Construction Standards and Amending KMC 5.56.095

5.d. 4 Ordinance 25-6118: Updating Licensing Fee Procedures and Requirements, Amending KMC 6.01.070 and 6.01.110

5.d. 5 Ordinance 25-6119: Updating Business License Fees and Trade Show Provisions, Amending KMC 6.08.150 and 6.08.250

5.d. 6 Ordinance 25-6120: Updating Licensing Fees for Dealers in Used Goods, Amending KMC 6.17.050

5.d. 7 Ordinance 25-6121: Updating Peddler License Fees and Requirements, Amending KMC 6.23.050

5.d. 8 Ordinance 25-6122: Updating Dance License Fees and Regulations, Amending KMC 6.33.050

5.d. 9 Ordinance 25-6123: Updating License Fees for Adult Concessions, Amending KMC 6.35.050

5.d. 10 Ordinance 25-6124: Updating License Fees for Circuses, Carnivals, and Musical Assemblies, Amending KMC 6.47.050

5.d. 11 Ordinance 25-6125: Updating Fees for Security System Permits, Amending KMC 6.60.025

5.d. 12 Ordinance 25-6126: Updating Civil Penalty Fees for Nuisance Violations, Amending KMC 9.48.040

5.d. 13 Ordinance 25-6127: Updating Fees Related to the Model Traffic Ordinance, Amending KMC 11.90.635

5.d. 14 Ordinance 25-6128: Updating Transportation Impact Fees, Amending KMC 13.16.070

5.d. 15 Ordinance 25-6129: Updating Fees for Neighborhood Traffic Calming Measures, Amending KMC 13.40.270 and 13.40.280

5.d. 16 Ordinance 25-6130: Updating Fees for Account Servicing, Delinquency Actions, Utility Liens, Meter Readings, and Phone Transactions, Amending KMC 14.07.030, 14.07.070, 14.07.100, 14.07.110, and 14.07.120

5.d. 17 Ordinance 25-6131: Updating Fees for Water Service Connections and Usage Rates, Amending KMC 14.13.010, 14.13.030, 14.13.040, 14.13.050, and 14.13.090

5.d. 18 Ordinance 25-6132: Updating Sanitary Sewerage Connection Fees, Amending KMC 14.24.010 and 14.24.020

5.d. 19 Ordinance 25-6133: Updating Sanitary Sewer User Fees, Amending KMC 14.26.020, 14.26.030, and 14.26.040

5.d. 20 Ordinance 25-6134: Updating Fees for Unfit and Substandard Structures, Amending KMC 9.44.090 and 9.44.110

5.d. 21 Ordinance 25-6135: Centralizing Fire Prevention Code Fee in the Master Fee Schedule, Amending KMC 15.30.240

5.d. 22 Ordinance 25-6136: Centralizing Blasting Permit Fee in the Master Fee Schedule, Amending KMC 15.35.040

6. COUNCIL COMMENTS/DISCUSSION:

Councilmembers reported on their respective activities, upcoming events, and items of concern.

Mayor Pro Tem Torelli requested, and Councilmembers generally concurred, to consider the Waste Management contract at an upcoming workshop. Ms. Erdman committed to scheduling the topic in September.

Mayor Crawford welcomed Mr. Lopez to the Arts Commission and advocated for a comprehensive discussion of boards and commissions at an upcoming workshop. Ms. Erdman confirmed this is scheduled in the fall.

Ms. Erdman announced two key staffing updates to include introducing the City's new PIO/Marketing Supervisor Jillian Henze and the promotion of Dana Dollarhyde to the position of Communications & Marketing Specialist.

7. CONCLUSION: Mayor Crawford concluded the meeting at 7:59 p.m.

DRAFT
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/353124

Council Agenda Coversheet					
	Item Number:	4.b.	**Date:**	9/2/2025	**Category:** Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Meeting Minutes: August 26, 2025, City Council Workshop**			
	Department:	City Manager			

Recommendation

Staff recommends Council approve the meeting minutes as presented.

Motion for Consideration

Motion to approve the minutes as presented.

Summary

The City Clerk's Office has prepared action-format meeting minutes for City Council's consideration.

Alternatives

The City Council may make corrections to errors and approve the meeting minutes as amended.

Fiscal Impact

None.

Attachments:

1. Minutes - Draft

FOR CONSIDERATION SEPTEMBER 2, 2025

CITY OF KENNEWICK
CITY COUNCIL WORKSHOP
AUGUST 26, 2025

City Council Present:

Chuck Torelli, *Mayor Pro Tem*
Loren Anderson, *Councilmember*
Jason McShane, *Councilmember*
Jim Millbauer, *Councilmember*
John Trumbo, *Councilmember*

City Staff Present:

Cary Roe, *Deputy City Manager*
Lisa Beaton, *Deputy City Manager*
Laurencio Sanguino, *City Attorney*
Michael Heffner, *Fire Chief*
John Cowling, *Public Works Director*
Jessica Platt, *Finance Director*
Krystal Johnston, *City Clerk*
Chad Crouch, *Executive Services Director*
Anthony Muai, *Planning Director*
Jeremy Lustig, *Deputy Public Works Director*
Nick Farline*, Parks & Recreation Director*
Jason Kiel, *Police Commander*
Jillian Henze, *PIO/Marketing Supervisor*
Dana Dollarhyde, *Communications & Marketing Specialist*

CALL TO ORDER. Mayor Pro Tem Torelli called the meeting to order at 6:30 p.m. and called roll. All Councilmembers were present with the exception of Mayor Crawford and Councilmember Beauchamp.

MOTION:	Councilmember McShane moved to excuse the absence of Mayor Crawford and Councilmember Beauchamp.
SECOND:	Councilmember Millbauer
DISCUSSION:	None.
VOTE:	**The motion passed unanimously (7-0).**

Mayor Pro Tem Torelli announced there were no citizen comments submitted. Mayor Pro Tem Torelli explained the order of the agenda would be revised to hear the fireworks presentation first.

2. FIREWORKS EDUCATION AND OUTREACH: Ms. Dollarhyde provided a comprehensive presentation and together with Chief Heffner, responded to Council's questions. **No final action taken.**

1. 2024 GENERAL SEWER PLAN UPDATE: Mr. Lustig provided a detailed update and responded to Council's questions. **No final action taken.**

CONCLUSION. Mayor Pro Tem Torelli concluded the meeting at 7:11 p.m.

DRAFT
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/353799

Council Agenda Coversheet					Category: Consent Agenda
	Item Number:	4.c.	**Date:**	9/2/2025	
	Item Type:	General Business Item			
	Subject:	**Proclamation: Authorization for Proclamation Commemorating the Carmichael Memorial Rededication**			
	Department:	City Manager			

Recommendation

Staff recommends Council authorize the proclamation.

Motion for Consideration

Motion to authorize the proclamation as presented.

Summary

In accordance with the Governance Coordination Manual, Chapter 2.C.14, a list of proclamations was approved by City Council on April 1, 2025. Since that time, a new proclamation has been requested to commemorate the rededication of a memorial honoring the life, service and sacrifice of Vietnam Veteran Gerald Carmichael. The City Clerk has prepared a draft proclamation for Council's consideration. If approved, Mayor Crawford will present the proclamation on behalf of the entire City Council.

Alternatives

The alternatives are to deny the proclamation or to propose changes to it.

Fiscal Impact

There are no fiscal impacts.

Attachments:

1. Draft Proclamation

Proclamation

WHEREAS, we gather today as a community to rededicate a memorial that stands as a testament to the valor and sacrifice of Corporal Gerald Carmichael, a United States Marine and a cherished son of Kennewick; and

WHEREAS, Corporal Gerald Carmichael was born in 1948 and walked the halls of Kennewick High School with dreams and aspirations that mirrored those of his peers, yet chose a noble path by joining the United States Marine Corps in February 1965; and

WHEREAS, his commitment to service led him to Vietnam in March 1966, where, at the tender age of eighteen, he made the ultimate sacrifice for his country on October 15, 1966; and

WHEREAS, Gerald Carmichael holds a profound place in the heart of Kennewick as the first man from our city to give his life in the Vietnam War, with his bravery and dedication etched into our history; and

WHEREAS, in the spirit of unity and remembrance, the Kennewick community, led by the Veterans of Foreign Wars Post #5785, took swift action following the news of Gerald's tragic passing, resulting in the renaming of this street as Carmichael Drive, a lasting tribute to his memory; and

WHEREAS, today, as we rededicate this monument, we reaffirm our commitment to never forget the sacrifices made by our servicemen and women, honoring Gerald Carmichael not just as a Marine, but as a symbol of our community's enduring spirit and gratitude; and

WHEREAS, in recognition of Corporal Gerald Carmichael's heroism, we pledge to keep his memory alive, renewing our vow to honor all those who have served and continue to serve, with the respect and gratitude they so richly deserve;

NOW, THEREFORE, I, MAYOR GRETL CRAWFORD, on behalf of the Kennewick City Council, hereby proclaim September 13, 2025, shall be known as

GERALD CARMICHAEL REMEMBRANCE DAY

fortifying our community's resolve to remember and honor our fallen heroes, now and always.

IN WITNESS WHEREOF, I have set my hand and caused the official seal of the City of Kennewick to be hereunto affixed this 13th day of September 2025.

SIGNED	ATTEST
GRETL J. CRAWFORD, Mayor	KRYSTAL JOHNSTON, City Clerk

Council Agenda Coversheet					
	Item Number:	4.d.	**Date:**	9/2/2025	**Category:** Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Claim Roster: Toyota Center Operations and Box Office Accounts**			
	Department:	Finance			

Recommendation

Staff recommends that Council approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for July 2025 as presented.

Motion for Consideration

Motion to approve the Claims Rosters for the Toyota Center Operations and Box Office Accounts for July 2025 in the amount of $393,061.94 comprised of check numbers 28455-28505 in the amount of $107,783.40 and electronic transfers in the amount of $285,278.54.

Summary

The payments on this Claims Roster are comprised of the following issuances during the period 7/1/2025-7/31/2025:

Check numbers 28455-28505:	$107,783.40
Electronic payments (EFT):	$285,278.54
Total	**$393,061.94**

Alternatives

Fiscal Impact

$393,061.94

Attachments:

1. Claims Roster

Toyota Center and
Toyota Arena

Payment Register

All TOYO Bank Accounts

Tuesday, July 1, 2025 - Thursday, July 31, 2025

Date	Check	Method	Name				Amount

TOYO Sterling Operating Account

07/03/25	**28455**	**Auto Check**	**Austin Miller (00004360)**				**1,250.00**
	07/03/25	5238 7/4/25	ROF Band Compensation			1,250.00	
	101650	*• 3rd Party Event Expense Holding Account*	*River of Fire Band Compensation Austin Miller*		1,250.00		
07/03/25	**28456**	**Auto Check**	**Hector Miguel Campos (00004357)**				**1,500.00**
	07/03/25	5243-7/4/25	ROF-Band Compensation			1,500.00	
	101650	*• 3rd Party Event Expense Holding Account*	*River of Fire Alfredo Groupo Origen Band*		1,500.00		
07/03/25	**28457**	**Auto Check**	**Kevin Catlett (00004350)**				**1,875.00**
	07/03/25	5239 7/4/25	ROF-Band Compensation			1,875.00	
	101650	*• 3rd Party Event Expense Holding Account*	*River of Fire Back Roads band compensation*		1,875.00		
07/03/25	**28458**	**Auto Check**	**Kiwanis Club of Horse Heaven Hills Foundation (00003082)**				**1,500.00**
	07/03/25	5237 7/4/25	ROF-J&S Express rides			1,500.00	
	101650	*• 3rd Party Event Expense Holding Account*	*J&S Express free rides in Columbia Park for River of Fire*		1,500.00		
07/03/25	**28459**	**Auto Check**	**Knockerball Tricities LLC (00003530)**				**2,831.40**
	07/03/25	483 - River of Fire 2025				2,831.40	
	101650	*• 3rd Party Event Expense Holding Account*	*Inflatable toys and games for ROF 2025*		2,831.40		
07/03/25	**28460**	**Auto Check**	**Manny Cortez (00004359)**				**1,000.00**
	07/03/25	5241 7/4/25	ROF-Band Comp for Estillo Dife			1,000.00	
	101650	*• 3rd Party Event Expense Holding Account*	*River of Fire band compensation for Estillo Diferente*		1,000.00		
07/03/25	**28461**	**Auto Check**	**Pearson, Corey (00000007)**				**1,728.00**
	07/03/25	3214469	TC-River of Fire Insurance			1,728.00	
	101650	*• 3rd Party Event Expense Holding Account*	*TC-River of Fire Event Insurance*		1,728.00		
07/03/25	**28462**	**Auto Check**	**Rigoberto Marias (00004351)**				**1,000.00**
	07/03/25	5242-7/4/25	ROF-Los Hermanos Marias Band			1,000.00	
	101650	*• 3rd Party Event Expense Holding Account*	*Los Hermanos Marias Band Compensation*		1,000.00		
07/03/25	**28463**	**Auto Check**	**Riley Anderson RCA & The Radicals (00004358)**				
				VOID			**0.00**
07/03/25	**28464**	**Auto Check**	**Three Rivers Sound (00003531)**				**3,092.00**
	07/03/25	5236 7/4/25	ROF-Audio for Main Stage			3,092.00	
	101650	*• 3rd Party Event Expense Holding Account*	*River of Fire Audio for Main Stage*		3,092.00		
07/03/25	**28465**	**Auto Check**	**Yucheng Fu (00004331)**				**50.00**
	07/03/25	0531	LTS Summer Show Refund			50.00	
	105003	*• Skating Revenues*	*LTS Summer Show Refund*		50.00		
07/07/25	**28466**	**Auto Check**	**The Cart Company (00004365)**				**576.11**
	07/07/25	1073				576.11	
	101650	*• 3rd Party Event Expense Holding Account*	*ROF 2025 Golf cart rental*		576.11		
07/11/25	**28467**	**Auto Check**	**Advanced Protection Services, Inc. (00002751)**				**733.05**

	07/11/25	R 162988	R 162988			43.47	
	107506	*• F&B Security & Fire Alarm*		*Temp Monitoring 7/1/25-7/31/25*	43.47		
	07/11/25	R 162989	R 162989			43.47	
	107209	*• Security & Fire Alarm System*		*Vault Security Monitoring 7/1/25-7/31/25*	43.47		
	07/11/25	R 162987	R 162987			418.88	
	107108	*• Licenses & Permits*		*OpenEye Video Cloud License 7/1/25-7/31/25*	418.88		
	07/11/25	R 162986	R 162986			73.93	
	107209	*• Security & Fire Alarm System*		*Fire Cellular Comm and Fire Monitoring 7/1/25-7/30/25*	73.93		
	07/11/25	R 162985	R 162985			79.37	
	107209	*• Security & Fire Alarm System*		*TC Ammonia Monitoring 7/1/25-7/30/25*	79.37		
	07/11/25	R 162984	R 162984			73.93	
	107209	*• Security & Fire Alarm System*		*TC Commercial Monitoring and Fire Cellular Communication 7/1/25-7/30/25*	73.93		
07/11/25	**28468**	**Auto Check**	**Apollo Heating & Air Conditioning (00002933)**				**10,755.14**
	07/11/25	940064224	940064224			3,583.95	
	107210	*• HVAC Repairs & Maintenance*		*HVAC Maintenance Contract-March 2025*	3,583.95		
	07/11/25	940063975	940063975			3,583.95	
	107210	*• HVAC Repairs & Maintenance*		*HVAC Maintenance Contract-February 2025*	3,583.95		
	07/11/25	940066743	940066743			3,587.24	
	107210	*• HVAC Repairs & Maintenance*		*HVAC Maintenance Contract-July 2025*	3,587.24		
07/11/25	**28469**	**Auto Check**	**Apollo Heating and Air Conditioning (00002933)**				**5,106.23**
	07/11/25	940066487	TC-Replace Heat Inducer Motor			764.85	
	107210	*• HVAC Repairs & Maintenance*		*TC-Replace Heat Inducer Blower Motor*	764.85		
	07/11/25	940066596	TC-HVAC Maintenance			3,587.24	
	107210	*• HVAC Repairs & Maintenance*		*TC-HVAC Maintenance*	3,587.24		
	07/11/25	940066640	TC-HVAC Maintenance			754.14	
	107210	*• HVAC Repairs & Maintenance*		*TC-HVAC Maintenance*	754.14		
07/11/25	**28470**	**Auto Check**	**Apple Valley Broadcasting Inc (00003532)**				**668.95**
	07/11/25	286634-1	Event Ads-River of Fire			668.95	
	107402	*• Event Advertising*		*Event Ads-River of Fire*	668.95		
07/11/25	**28471**	**Auto Check**	**Backstage Electric, Inc. (00002752)**				**3,804.50**
	07/11/25	2954	2954			3,804.50	
	101650	*• 3rd Party Event Expense Holding Account*		*Stage/Lighting/ Sound for River of Fire*	3,804.50		
07/11/25	**28472**	**Auto Check**	**Benton PUD (00000121)**				**15,466.16**
	07/11/25	5/8/25-6/8/25	TC-Electricity			15,104.92	
	107216	*• Electricity*		*Electricity Blvd/Coliseum 5/8/25-6/8/25*	10,608.69		
	107216	*• Electricity*		*Electricity Grandridge Blvd 5/12/25-6/8/25*	4,496.23		
	07/11/25	050825-060825	TC-Electricity			361.24	
	107216	*• Electricity*		*TC-Electricity Grandridge Blvd Sign 5/8/25-6/8/25*	361.24		
07/11/25	**28473**	**Auto Check**	**Bond Craig (00002810)**				**700.00**
	07/11/25	June LTS Coaching	June LTS Coaching			700.00	
	107304	*• Contracted Services*		*June LTS Coaching*	700.00		
07/11/25	**28474**	**Auto Check**	**Bond Jennifer (00002941)**				**1,700.00**
	07/11/25	June LTS Coaching	June LTS Coaching			700.00	
	107304	*• Contracted Services*		*June LTS Coaching*	700.00		
	07/11/25	LTS June Administration	LTS June Administration			1,000.00	
	105004	*• Learn to Skate*		*LTS June Administration*	1,000.00		
07/11/25	**28475**	**Auto Check**	**Cascade Natural Gas (00000161)**				**2,370.59**
	07/11/25	5/9/25-6/9/25	TC-Gas 5/9/25-6/9/25			2,370.59	
	107217	*• Natural Gas*		*TC-Gas 5/9/25-6/9/25*	2,370.59		
07/11/25	**28476**	**Auto Check**	**Cascade Natural Gas (00000161)**				
					VOID		**0.00**
07/11/25	**28477**	**Auto Check**	**Central Washington Refrigeration, LLC (00002949)**				**917.67**
	07/11/25	50932	TC-Service & Repairs Consumabl			917.67	
	107212	*• Building Repairs & Maintenance*		*TC-Service & Repairs Consumables*	917.67		

07/11/25	**28478**	**Auto Check**	**Chem-Aqua (00002759)**				**4,105.43**
	07/11/25	9201625	TC-Water Treatment Program			4,105.43	
	107304	*• Contracted Services*		*TC-Water Treatment Program*	4,105.43		
07/11/25	**28479**	**Auto Check**	**CI Information Management (00002840)**				**197.99**
	07/11/25	184387	184387			197.99	
	107304	*• Contracted Services*		*TC Shred Services*	197.99		
07/11/25	**28480**	**Auto Check**	**City of Kennewick - Misc (00002830)**				**2,669.88**
	07/11/25	17177	17177			1,334.94	
	102330	*• Leasehold Tax Payable - COK*		*Leasehold Tax-2nd Quarter 2025*	1,334.94		
	07/11/25	17176	17176			1,334.94	
	102330	*• Leasehold Tax Payable - COK*		*Leasehold Tax-1st Quarter*	1,334.94		
07/11/25	**28481**	**Auto Check**	**City of Kennewick - Water (00002858)**				**6,420.14**
	07/11/25	Water 4/19/25-6/18/25	Water 4/19/25-6/18/25			6,420.14	
	107219	*• Water*		*Water 4/19/25-6/18/25*	6,420.14		
07/11/25	**28482**	**Auto Check**	**Columbia Basin Ice, LLC (00003116)**				**675.00**
	07/11/25	00-501763	00-501763			675.00	
	101650	*• 3rd Party Event Expense Holding Account*		*Ice/Renal for River of Fire 2025*	675.00		
07/11/25	**28483**	**Auto Check**	**Cougar Digital Marketing & Design (00002861)**				**208.00**
	07/11/25	15313	15313			99.00	
	107302	*• Venue Marketing & Non-Event Advertising*		*TC-Monthly Website Maintenance*	99.00		
	07/11/25	15346	15346			109.00	
	107302	*• Venue Marketing & Non-Event Advertising*		*TA-Monthly Website Maintenance*	109.00		
07/11/25	**28484**	**Auto Check**	**Culligan Water Conditioning (00002766)**				**511.09**
	07/11/25	156473	156473			511.09	
	107201	*• Tools & Supplies*		*TC Bottled Water 6/19-7/18/25*	511.09		
07/11/25	**28485**	**Auto Check**	**Enterprise Rent A Car (00002931)**				**262.62**
	07/11/25	8J5GGK	2020-0216-0947			262.62	
	107410	*• Event Rental Equipment*		*Van Rental for Cornejo Show*	262.62		
07/11/25	**28486**	**Auto Check**	**Gamache Landscaping, Inc. (00002798)**				**2,060.95**
	07/11/25	2319	TC-June 2025 Lawn Maint			2,060.95	
	107213	*• Grounds Repairs & Maintenance*		*TC-June 2025 Lawn Maintenance*	2,060.95		
07/11/25	**28487**	**Auto Check**	**Jocelyn Perez (00003676)**				**163.83**
	07/11/25	ROF 2025	ROF 2025			163.83	
	101650	*• 3rd Party Event Expense Holding Account*		*Reimburse Purchase of Supplies for ROF 2025*	163.83		
07/11/25	**28488**	**Auto Check**	**Kaur Genna (00004198)**				**136.00**
	07/11/25	June LTS Coaching	June LTS Coaching			136.00	
	107304	*• Contracted Services*		*V-12617 Kaur Genna/June LTS Coaching*	136.00		
07/11/25	**28489**	**Auto Check**	**Kennewick Union Firefighters L-1296 (00003455)**				**4,355.00**
	07/11/25	June 2025	June 2025			4,355.00	
	107404	*• Event Contracted Labor*		*EMT Services for CBC Graduations*	780.00		
	107404	*• Event Contracted Labor*		*EMT Services for Ivan Cornejo*	1,170.00		
	107404	*• Event Contracted Labor*		*EMT Services for KSD Graduations*	1,105.00		
	107404	*• Event Contracted Labor*		*EMT Services for Hermiston Graduation*	520.00		
	107404	*• Event Contracted Labor*		*EMT Services for Hanford Graduation*	780.00		
07/11/25	**28490**	**Auto Check**	**KNDO/KNDU (00002825)**				**423.30**
	07/11/25	238925A-2	238925A-2			423.30	
	101650	*• 3rd Party Event Expense Holding Account*		*River of Fire Ads*	423.30		
07/11/25	**28491**	**Auto Check**	**Lancaster Consulting Group (00003140)**				**4,575.00**
	07/11/25	212	212			4,575.00	
	101650	*• 3rd Party Event Expense Holding Account*		*2025 River Of Fire Consulting Fee*	4,575.00		

07/11/25	**28492**	**Auto Check**	**Lowe's Commercial Services (00002776)**				**1,398.30**
	07/11/25	90937	90937			51.02	
	107201	*• Tools & Supplies*		*Step Bit*	51.02		
	07/11/25	72934	72934			43.39	
	107201	*• Tools & Supplies*		*PO#5160 Concrete/Roof Repair and Shrub Removal Supplies*	43.39		
	07/11/25	82931	82931			51.57	
	107213	*• Grounds Repairs & Maintenance*		*Weed and Grass Killer, PO#5193*	51.57		
	07/11/25	99648	99648			37.12	
	107201	*• Tools & Supplies*		*Cans of Spray Paint PO#5235*	37.12		
	07/11/25	99670	99670			258.95	
	107201	*• Tools & Supplies*		*Wrench Set and Batteries, PO#5234*	258.95		
	07/11/25	72276	72276			338.44	
	107201	*• Tools & Supplies*		*Ratchet Straps and Extension Cords, PO#5228*	338.44		
	07/11/25	77772	77772			53.62	
	107201	*• Tools & Supplies*		*Spray Paint and Primer, PO#5248*	53.62		
	07/11/25	90447	90447			314.11	
	107201	*• Tools & Supplies*		*Operation Supplies PO# 5250*	314.11		
	07/11/25	94438	94438			61.99	
	107201	*• Tools & Supplies*		*Primer PO#5250*	61.99		
	07/11/25	918480	918480			188.09	
	107201	*• Tools & Supplies*		*Misc Supplies, PO# 5250*	188.09		
07/11/25	**28493**	**Auto Check**	**McGrail Brynn (00004197)**				**160.00**
	07/11/25	June LTS Coaching	June LTS Coaching			160.00	
	107304	*• Contracted Services*		*June LTS Coaching*	160.00		
07/11/25	**28494**	**Auto Check**	**Oxarc (00002929)**				**277.17**
	07/11/25	0032357359	TC-C02 Rental			48.69	
	107305	*• General Rental Equipment*		*TC-C02 Rental*	48.69		
	07/11/25	62072870	62072870			228.48	
	107410	*• Event Rental Equipment*		*Cylinder Rental for High School Graduations*	228.48		
07/11/25	**28495**	**Auto Check**	**Pacific Breeze (00003739)**				**359.88**
	07/11/25	28021200	TC-Air Diffuser Service			359.88	
	107304	*• Contracted Services*		*TC-Air Diffuser Service*	359.88		
07/11/25	**28496**	**Auto Check**	**Skylar Rain Questal (00004369)**				**90.00**
	07/11/25	June LTS Coaching	June LTS Coaching			90.00	
	107304	*• Contracted Services*		*June LTS Coaching*	90.00		
07/11/25	**28497**	**Auto Check**	**Springhill Suites of Kennewick (00002726)**				**1,470.40**
	07/11/25	206D500004601	Rigger Hotel for Ivan Cornejo			1,470.40	
	107304	*• Contracted Services*		*Rigger Hotel for Brendan Gordon for Ivan Cornejo*	294.08		
	107304	*• Contracted Services*		*Rigger Hotel for Brian Issei for Ivan Cornejo*	294.08		
	107304	*• Contracted Services*		*Rigger Hotel for Jennifer Lovely-Yarbrough for Ivan Cornejo*	294.08		
	107304	*• Contracted Services*		*Rigger Hotel for Micah Marino for Ivan Cornejo*	294.08		
	107304	*• Contracted Services*		*Rigger Hotel for George Tuxburry for Ivan Cornejo*	294.08		
07/11/25	**28498**	**Auto Check**	**Stafford Laura Alice (00004199)**				**68.00**
	07/11/25	June LTS Coaching	June LTS Coaching			68.00	
	107304	*• Contracted Services*		*June LTS Coaching*	68.00		
07/11/25	**28499**	**Auto Check**	**Sunbelt Rentals, Inc. (00002783)**				**604.39**
	07/11/25	170271356-0001	TC-Rental Equipment Scissor			533.80	
	107305	*• General Rental Equipment*		*TC-Rental Equipment Elect Scissor*	533.80		
	07/11/25	170524411-0002	TC-Heavy Equipment Rental			70.59	
	107305	*• General Rental Equipment*		*TC-Heavy Equipment Rental*	70.59		
07/11/25	**28500**	**Auto Check**	**Tim Berry (00002808)**				**135.00**
	07/11/25	June LTS Coaching	June LTS Coaching			135.00	
	107304	*• Contracted Services*		*June LTS Coaching*	135.00		
07/11/25	**28501**	**Auto Check**	**Townsquare Media-Tri Cities (00002784)**				**206.55**

	07/11/25	5817264-1	5817264-1		206.55	
	107402	• *Event Advertising*	*Radio Ads PO# 5064 Stephen Wilson Jr*	*206.55*		
07/11/25	**28502**	**Auto Check VenuWorks, Inc. (00000894)**				**10,965.13**
	07/11/25	20365	20365		10,965.13	
	107306	• *VenuWorks Management Fee*	*July 2025 Management Fee*	*10,965.13*		
07/11/25	**28503**	**Auto Check Volz, Madeline (00004258)**				**126.00**
	07/11/25	June LTS Coaching	June LTS Coaching		126.00	
	107304	• *Contracted Services*	*June LTS Coaching*	*126.00*		
07/11/25	**28504**	**Auto Check WCP Solutions (00002788)**				**6,038.51**
	07/11/25	14095856	TC-Janitorial Supplies		338.59	
	107203	• *Janitorial Supplies*	*TC-Janitorial Supplies for Jehovah's Convention*	*338.59*		
	07/11/25	14095857	TC-Janitorial Supplies for		1,046.46	
	107203	• *Janitorial Supplies*	*TC-Janitorial Supplies for CCJW Event*	*1,046.46*		
	07/11/25	14095855	TC-Janitorial Supplies for CCJ		4,188.06	
	107203	• *Janitorial Supplies*	*TC-Janitorial Supplies for CCJW Event*	*4,188.06*		
	07/11/25	14095858	TC-Janitorial Supplies for CCJ		157.06	
	107203	• *Janitorial Supplies*	*TC-Janitorial Supplies for CCJW Event*	*157.06*		
	07/11/25	14103679	14103679		308.34	
	107203	• *Janitorial Supplies*	*14103679*	*308.34*		
07/11/25	**28505**	**Auto Check Weaver Exterminating Service, Inc. (00002804)**				**495.04**
	07/11/25	32756	32756		329.66	
	107304	• *Contracted Services*	*Monthly Rodent Service-TC-June 2025*	*329.66*		
	07/11/25	32752	06/17/25		165.38	
	107304	• *Contracted Services*	*Monthly Rodent Services-TA-June 2025*	*165.38*		
07/25/25		**Wire Transfer Washington State Department of Revenue (00002989)**				**25,548.82**
	07/25/25	TOYO June 2025 B&O Due			25,548.82	
	102325	• *B&O Tax Payable*	*TOYO June 2025 B&O Due*	*10,144.60*		
	102310	• *Sales Tax Payable - State*	*TOYO June 2025 B&O Due*	*10,752.69*		
	107603	• *B&O Taxes*	*TOYO June 2025 B&O Due*	*4,651.53*		
07/29/25		**Wire Transfer Holmes Murphy (00002842)**				**257,786.93**
	07/29/25	Campus renewal July24-June25	VENKENAD		257,786.93	
	101660	• *Prepaid Expenses - Manual*	*Insurance July24-June25 TOYO*	*154,672.16*		
			Due To/From TRCC	103,114.77		
	102400	• *Due To / (From) Convention Center*	*Insurance prorate to TRCC*	*103,114.77*		
			Due To/From TRCC	-103,114.77		
07/30/25		**Wire Transfer Cascade Natural Gas (00000161)**				**129.17**
	07/30/25	TC 5/9/25-6/9/25	444-661-0000 3		129.17	
	107217	• *Natural Gas*	*TC NG 5/9/25-6/9/25*	*129.17*		
07/31/25		**Wire Transfer Toast Inc (00004170)**				**1,537.43**
	07/31/25	July 2025 Toast Fees			1,537.43	
	107510	• *F&B Tools, Supplies & Equipment*	*July 2025 Toast Fees*	*1,537.43*		
07/31/25		**Wire Transfer Fintech (00003296)**				**26.47**
	07/31/25	16225965			26.47	
	107514	• *F&B Credit Card & Banking Fees*	*Fintech fees TOYO July 2025*	*26.47*		
07/31/25		**Wire Transfer American Payment Solutions - APS (00002969)**				**249.72**
	07/31/25	TOYO July 2025			249.72	
	107310	• *Credit Card Fees*	*TOYO APS CC fees July 2025*	*249.72*		
					Total Paid:	**393,061.94**

I, Jessica Platt, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.

Jessica Platt

Jessica Platt, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers 28455-28505		$	107,783.40
Electronic transfers - Operations			285,278.54
	Total	$	393,061.94

Council Agenda Coversheet	Item Number:	4.e.	Date:	9/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Claims Roster: Columbia Park Golf Course Account**			
	Department:	Finance			

Recommendation

Staff recommends Council approve the Claims Roster for the Columbia Park Golf Course Account for July 2025.

Motion for Consideration

Motion to approve the Claims Roster for the Columbia Park Golf Course Account for July 2025 in the amount of $56,349.56 consisting of check numbers 2927-2949 and 2970-2981 in the amount of $16,910.10 and electronic transfers in the amount of $39,439.46.

Summary

Alternatives

Fiscal Impact

$56,349.56

Attachments:

1. Claims Roster

COLUMBIA PARK GOLF COURSE FUND
CHECK REGISTER
JULY 2025

Check Number	Vendor Check Name	Check Date		Amount	Type
2927	KENNEWICK GOLF CORPORATION	7/2/2025	$	5,417.33	Check
2928	TOTAL E INTEGRATED INC.	7/2/2025	$	438.00	Check
2929	R & R PRODUCTS, INC.	7/2/2025	$	20.33	Check
2930	WAMBEKE WINDOW WASHING	7/2/2025	$	125.00	Check
2931	YELP	7/2/2025	$	40.00	Check
2932	CASTLE ROCK SOLUTIONS, INC.	7/2/2025	$	122.90	Check
2933	CINTAS CORPORATION	7/2/2025	$	145.64	Check
2940	CITY OF KENNEWICK	7/2/2025	$	407.18	Check
2941	COLEMAN OIL COMPANY	7/14/2025	$	735.01	Check
2942	COLUMBIA POINT GOLF COURSE	7/14/2025	$	384.60	Check
2943	ECS NORTHWEST LLC	7/14/2025	$	538.29	Check
2944	FOREUP GOLF SOFTWARE	7/14/2025	$	473.82	Check
2945	SENSKE SERVICES	7/14/2025	$	108.70	Check
2946	CINTAS CORPORATION	7/28/2025	$	145.64	Check
2947	COLEMAN OIL COMPANY	7/28/2025	$	858.56	Check
2948	MERCANTILE SYSTEMS, INC.	7/28/2025	$	251.64	Check
2949	PEPSI-COLA BOTTLING OF PASCO	7/28/2025	$	560.00	Check
A0002970	ANTIGUA GROUP, INC	7/2/2025	$	390.36	Check
A0002971	CASTLE ROCK SOLUTIONS, INC.	7/2/2025	$	114.40	Check
A0002972	CINTAS CORPORATION	7/2/2025	$	291.28	Check
A0002973	CITY OF KENNEWICK	7/2/2025	$	409.72	Check
A0002974	CO-ENERGY	7/2/2025	$	534.57	Check
A0002975	COLEMAN OIL COMPANY	7/2/2025	$	535.16	Check
A0002976	GT GOLF SUPPLIES	7/2/2025	$	283.96	Check
A0002977	PEPSI-COLA BOTTLING OF PASCO	7/2/2025	$	1,274.70	Check
A0002978	PERFORMANCE SYSTEMS INTEGRATIO	7/2/2025	$	136.01	Check
A0002979	POINTE PEST CONTROL	7/2/2025	$	179.52	Check
A0002980	TRACER GOLF ACCESSORIES	7/2/2025	$	497.49	Check
A0002981	WESTERN EQUIPMENT	7/2/2025	$	1,490.29	Check
ADTPS 4647831	ADP TOTAL SOURCE (AUTOPAY)	7/11/2025	$	2,283.81	EFT
NATIONWIDE 0725	NATIONWIDE	7/11/2025	$	513.08	EFT
WADOR	DEPARTMENT OF REVENUE	7/25/2025	$	8,492.11	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	7/11/2025	$	11,399.01	EFT
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	7/25/2025	$	11,540.71	EFT
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHGS)	7/31/2025	$	3,313.29	EFT
Bank Deduction	MERCHANT SERVICES	7/1/2025	$	1,847.24	EFT
Bank Deduction	US Bank	7/15/2025	$	50.21	EFT

I, Jessica Platt, Finance Director, do hereby certify that the merchandise or services hereinbefore specified have been received, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the vouchers listed above are approved for payment this day.

Jessica Platt

Jessica Platt, Finance Director

The payments on this claims roster are comprised of the following:

Check numbers: 2927-2949 and 2970-2981	$	16,910.10
Electronic transfers	$	39,439.46
Total	$	56,349.56

Check Number	Vendor Check Name	Check Dated	Amount		Debit	Credit
2927	KENNEWICK GOLF CORPORATION	7/2/2025		$5,417.33		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$5,417.33
	PURCH	59600-080-244-00	ACCOUNTING FEES		$1,355.00	
	PURCH	59610-080-244-00	MANAGEMENT FEE		$4,062.33	
2928	TOTAL E INTEGRATED, INC.	7/2/2025		$438.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$438.00
	PURCH	51900-050-244-00	CONTRACT SERVICES		$438.00	
2929	R&R PRODUCTS	7/2/2025		$20.33		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$20.33
	PURCH	55850-060-244-00	COURSE ACCESSORIES MAINT		$20.33	
2930	WAMBEKE WINDOW WASHING	7/2/2025		$125.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$125.00
	PURCH	51900-080-244-00	CONTRACT SERVICES		$125.00	
2931	YELP	7/2/2025		$40.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$40.00
	PURCH	53100-080-244-00	ADVERTISING & MARKETING		$40.00	
2932	CASTLE ROCK	7/2/2025		$122.90		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$122.90
	PURCH	51900-080-244-00	CONTRACT SERVICES		$122.90	
2933	CINTAS CORPORATION	7/2/2025		$145.64		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$145.64
	PURCH	51900-080-244-00	CONTRACT SERVICES		$90.45	
	PURCH	51900-060-244-00	CONTRACT SERVICES		$55.19	
2940	CITY OF KENNEWICK	7/2/2025		$407.18		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$407.18
	PURCH	52210-060-244-00	IRRIGATION ELECTRICITY		$332.29	
	PURCH	52200-060-244-00	UTILITIES - GAS & ELECTRIC		$74.89	
2941	COLEMAN OIL COMPANY	7/14/2025		$735.01		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$735.01
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE		$735.01	
2942	COLUMBIA POINT GOLF COURSE	7/14/2025		$384.60		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$384.60
	PURCH	50100-080-244-00	SALARIES		$192.30	
	PURCH	50100-060-244-00	SALARIES		$192.30	
2943	ECS NORTHWEST LLC	7/14/2025		$538.29		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$538.29
	PURCH	59400-060-244-00	IRRIGATION OUTSIDE REPAIRS		$538.29	
2944	FOREUP GOLF SOFTWARE	7/14/2025		$473.82		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$473.82
	PURCH	51900-050-244-00	CONTRACT SERVICES		$473.82	
2945	SENSKE SERVICES	7/14/2025		$108.70		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$108.70
	PURCH	51900-060-244-00	CONTRACT SERVICES		$108.70	
2946	CINTAS CORPORATION	7/28/2025		$145.64		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$145.64
	PURCH	51900-080-244-00	CONTRACT SERVICES		$90.45	
		51900-060-244-00	CONTRACT SERVICES		$55.19	
2947	COLEMAN OIL COMPANY	7/28/2025		$858.56		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$858.56
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE		$595.40	
	PURCH	58300-050-244-00	FUEL & OIL GOLF		$263.16	
2948	MERCANTILE SYSTEMS INC.	7/28/2025		251.64		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$251.64
	PURCH	51800-080-244-00	PROFESSIONAL SERVICES		$251.64	
2949	PEPSI-COLA BOTTLING OF PASCO	7/28/2025		$560.00		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$560.00
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE		$486.00	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD		$28.50	
	PURCH	51900-060-244-00	CONTRACT SERVICES		$45.50	
A00002970	ANTIGUA GROUP	7/2/2025		$390.36		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$390.36

	PURCH	51200-050-244-00	UNIFORMS		$369.86	
	PURCH	47150-050-244-00	COGS MERCHANDISE		$20.50	
A00002971	CASTLE ROCK SOLUTIONS, INC.	7/2/2025		$114.40		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$114.40
	PURCH	51900-080-244-00	CONTRACT SERVICES		$114.40	
A00002972	CINTAS CORPORATION	7/2/2025		$291.28		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$291.28
	PURCH	51900-080-244-00	CONTRACT SERVICES		$188.68	
	PURCH	51900-060-244-00	CONTRACT SERVICES		$102.60	
A00002973	CITY OF KENNEWICK	7/2/2025		$409.72		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$409.72
	PURCH	52210-060-244-00	IRRIGATION ELECTRICITY		$300.58	
		52200-060-244-00	UTILITIES - GAS & ELECTRIC		$109.14	
A00002974	CO-ENERGY	7/2/2025		$534.57		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$534.57
	PURCH	58400-060-244-00	EQUIPMENT OUTSIDE REPAIRS		$534.57	
A00002975	COLEMAN OIL COMPANY	7/2/2025		$535.16		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$535.16
	PURCH	58300-060-244-00	FUEL & OIL MAINTENANCE		$285.16	
	PURCH	58300-050-244-00	FUEL & OIL GOLF		$250.00	
A00002976	GT GOLF SUPPLIES	7/2/2025		$283.96		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$283.96
	PURCH	47150-050-244-00	COGS MERCHANDISE		$193.46	
	PURCH	52900-050-244-00	PRINTING		$90.50	
A00002977	PEPSI-COLA BOTTLING OF PASCO	6/2/2025		$1,274.70		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$1,274.70
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE		$1,109.25	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD		$137.45	
	PURCH	51900-060-244-00	CONTRACT SERVICES		$28.00	
A00002978	PERFORMANCE SYSTEMS INTEGRATION	7/2/2025		136.01		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$136.01
	PURCH	51800-050-244-00	PROFESSIONAL SERVICES		$136.01	
A00002979	POINTE PEST CONTROL	7/2/2025		179.52		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$179.52
	PURCH	51900-080-244-00	CONTRACT SERVICES		$179.52	
A00002980	TRACER GOLF ACCESSORIES	7/2/2025		497.49		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$497.49
	PURCH	47150-050-244-00	COGS MERCHANDISE		$497.49	
A00002981	WESTERN EQUIPMENT	7/2/2025		1490.29		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$1,490.29
	PURCH	59400-060-244-00	IRRIGATION OUTSIDE REPAIRS		$1,490.29	
ADTPS 4647831	ADP TOTAL SOURCE (AUTOPAY)	7/11/2025		$2,283.81		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$2,283.81
	PURCH	50800-050-244-00	HEALTH BENEFITS		$631.87	
		50800-060-244-00	HEALTH BENEFITS		$1,651.94	
NATIONWIDE 364179395 0725	NATIONWIDE	7/11/2025		$513.08		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP	`		$513.08
	PURCH	18400-000-244-00	PREPAID GEN LIAB INS		$513.08	
WA DOR 0047849790	WASHINGTON STATE DEPARTMENT OF REVENUE	7/25/2025		$8,492.11		
	PAY	20005-000-244-00	ACCOUNTS PAYABLE - GP			$8,492.11
	PURCH	20300-000-244-00	SALES TAX PAYABLE		$5,290.37	
	PURCH	91101-000-244-00	OTHER STATE TAX		$3,201.74	
Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	7/11/2025		$11,399.01		
	PAY	50000-000-244-00	TEMPORARY ACCT			$11,399.01
	PURCH	48100-050-244-00	INSTRUCTION		$20.00	
	PURCH	50200-050-244-00	HOURLY WAGES		$5,880.08	
	PURCH	50200-060-244-00	HOURLY WAGES		$4,221.12	
	PURCH	50800-050-244-00	HEALTH BENEFITS			$64.94
	PURCH	50800-060-244-00	HEALTH BENEFITS			$302.44
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		$968.38	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		$620.21	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		$28.91	
	PURCH	52100-050-244-00	CELL PHONE		$27.69	

Paid by ACH	ADP TOTAL SOURCE (AUTOPAY)	7/25/2025		$11,540.71		
	PAY	50000-000-244-00	TEMPORARY ACCT			$11,540.71
	PURCH	48100-050-244-00	INSTRUCTION		$384.86	
	PURCH	50200-050-244-00	HOURLY WAGES		$5,562.48	
	PURCH	50200-060-244-00	HOURLY WAGES		$3,901.41	
	PURCH	50400-050-244-00	SALES COMMISSIONS		$390.00	
	PURCH	50800-050-244-00	HEALTH BENEFITS			$64.94
	PURCH	50800-060-244-00	HEALTH BENEFITS			$302.44
	PURCH	50950-050-244-00	COMBINED ADMIN, TAXES, W/C		$1,002.32	
	PURCH	50950-060-244-00	COMBINED ADMIN, TAXES, W/C		$581.78	
	PURCH	50950-080-244-00	COMBINED ADMIN, TAXES, W/C		$57.55	
	PURCH	52100-050-244-00	CELL PHONE		$27.69	
Paid by ACH	ELAN (MONTHLY CREDIT CARD CHARGES)	7/31/2025		$3,313.29		
	PAY	50000-000-244-00	TEMPORARY ACCT			$3,313.29
	PURCH	47150-050-244-00	COGS MERCHANDISE		$1,333.45	
	PURCH	49150-070-244-00	COGS - PACKAGED FOOD		$56.92	
	PURCH	49200-070-244-00	COGS - SOFT BEVERAGE		$45.60	
	PURCH	51500-050-244-00	TRAVEL LODGING & ENTERTAINMENT		$17.60	
	PURCH	51900-050-244-00	CONTRACT SERVICES		$478.80	
	PURCH	52100-060-244-00	TELECOMMUNICATIONS		$64.68	
	PURCH	52500-080-244-00	OFFICE SUPPLIES		$80.05	
	PURCH	52800-080-244-00	SUBSCRIPTIONS & PUBLICATIONS		$9.34	
	PURCH	53100-080-244-00	ADVERTISING & MARKETING		$51.77	
	PURCH	53200-080-244-00	PROMO & ENTERTAINMENT		$541.49	
	PURCH	55000-050-244-00	GOLF CART PARTS		$188.84	
	PURCH	55300-050-244-00	RANGE SUPPLIES		$76.82	
	PURCH	55850-050-244-00	COURSE ACCESSORIES MAINTENANCE		$54.93	
	PURCH	58100-060-244-00	EQUIMPMENT PARTS		$313.00	
Bank Deduction	MERCHANT SERVICES	7/1/2025		$1,847.24		
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank			$1,847.24
	PURCH	54000-080-244-00	BANK CHARGES		$1,847.24	
Bank Deduction	US Bank	7/15/2025		$50.21		
	PAY	10420-000-244-00	OPERATING CHECKING ACCT - US Bank			$50.21
	PURCH	54000-080-244-00	BANK CHARGES		$50.21	

Council Agenda Coversheet	Item Number:	4.f.	Date:	9/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Payroll Roster: For the Pay Period Ending 08/15/2025**			
	Department:	Finance			

Recommendation

Staff recommends that Council approve the payroll roster as presented.

Motion for Consideration

Motion to approve the payroll roster for the pay period ending 08/15/2025.

Summary

None.

Alternatives

None.

Fiscal Impact

08/15/2025 Total: $3,035,067.98

Attachments:

1. Roster

All Departments:

City Attorney	30,139.21
City Council	5,290.00
City Manager	14,128.40
Community Planning	22,375.26
Economic Development	20,842.42
Engineering	67,691.23
Finance	62,605.64
Fire	139,610.42
Human Resources	22,184.68
Management Services	91,632.24
Non-Departmental	3,248.70
Parks, Recreation & Facilities	154,741.49
Police	557,140.27
Subtotal - General Fund	**1,191,629.96**
BI-PIN	16,038.42
Building Safety	45,255.59
Community Development	3,647.49
Criminal Justice	113,933.35
Equipment Rental	15,694.88
Medical Services	559,536.08
Risk Management	3,990.90
Stormwater	25,964.48
Street	48,563.03
Water & Sewer	175,870.03
Subtotal - Other Funds	**1,008,494.25**
Total Salaries and Wages	**2,200,124.21**

Benefits

Dental Insurance	25,970.62
DRS Retirement	112,093.03
Employee Assistance Program	28.36
Life Insurance	5,314.48
Long-Term Disability Insurance	6,211.92
Medical Expense Reimbursement Plan	3,487.50
Medical Insurance	378,588.57
Medicare	31,310.49
MissionSquare Deferred Compensation	96,762.17
Social Security (OASDI)	94,089.59
Vision Insurance	3,612.36
WA Paid Family & Medical Leave	5,584.02
Worker's Compensation Insurance	71,890.66
Total Benefits	**834,943.77**
Grand Total	**$3,035,067.98**

I, Jessica Platt, Finance Director, at the direction of the Council, do hereby certify that the Payroll hereinabove specified is approved for payment in the amount of $3,035,067.98 comprised of check numbers 78105 through 78111 and direct deposit numbers 238492 through 238995.

Approved for payment:

Jessica Platt

Jessica Platt, Finance Director

Council Agenda Coversheet				
	Item Number: 4.g.	**Date:** 9/2/2025		**Category:** Consent Agenda
	Item Type: Final Plat			
	Subject:	**Final Plat: Clearwater North Phase 1 at 10010 W Clearwater Drive; SUB-2025-0005**		
	Department:	Community Planning		
	Permit #:	SUB-2025-0005		

Recommendation

Staff recommends that City Council authorize the Mayor (or in her absence Mayor Pro Tem) to sign the Final Plat of Clearwater North Phase 1, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

Motion for Consideration

Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of Clearwater North Phase 1, contingent upon payment of fees and bonding for incomplete sidewalk and landscape work.

Summary

A Final Plat Application for Clearwater North Phase 1 was submitted by Pro Made Homes, c/o Trey Tutt. The plat consists of 97 lots on 13.38 acres, is located at 10010 W Clearwater Drive and is zoned Residential, High (RH). The smallest lot is 4,000 square feet, the largest lot is 9,075 square feet and the average lot size is 4,751 square feet. The Preliminary Plat of Clearwater North Phase 1 was approved by the Hearing Examiner on August 16, 2023.

Staff reviewed the final plat and found it to be in conformance with all applicable city development regulations. Prior to signing the final plat, all outstanding conditions will be met, in addition to payment of fees and bonding for incomplete sidewalk and landscape work. Following Council approval and plat signatures, the plat can be recorded and lots sold to individual owners.

Alternatives

No alternatives were reviewed or were recommended, as the applicant has met the applicable standards.

Fiscal Impact

None

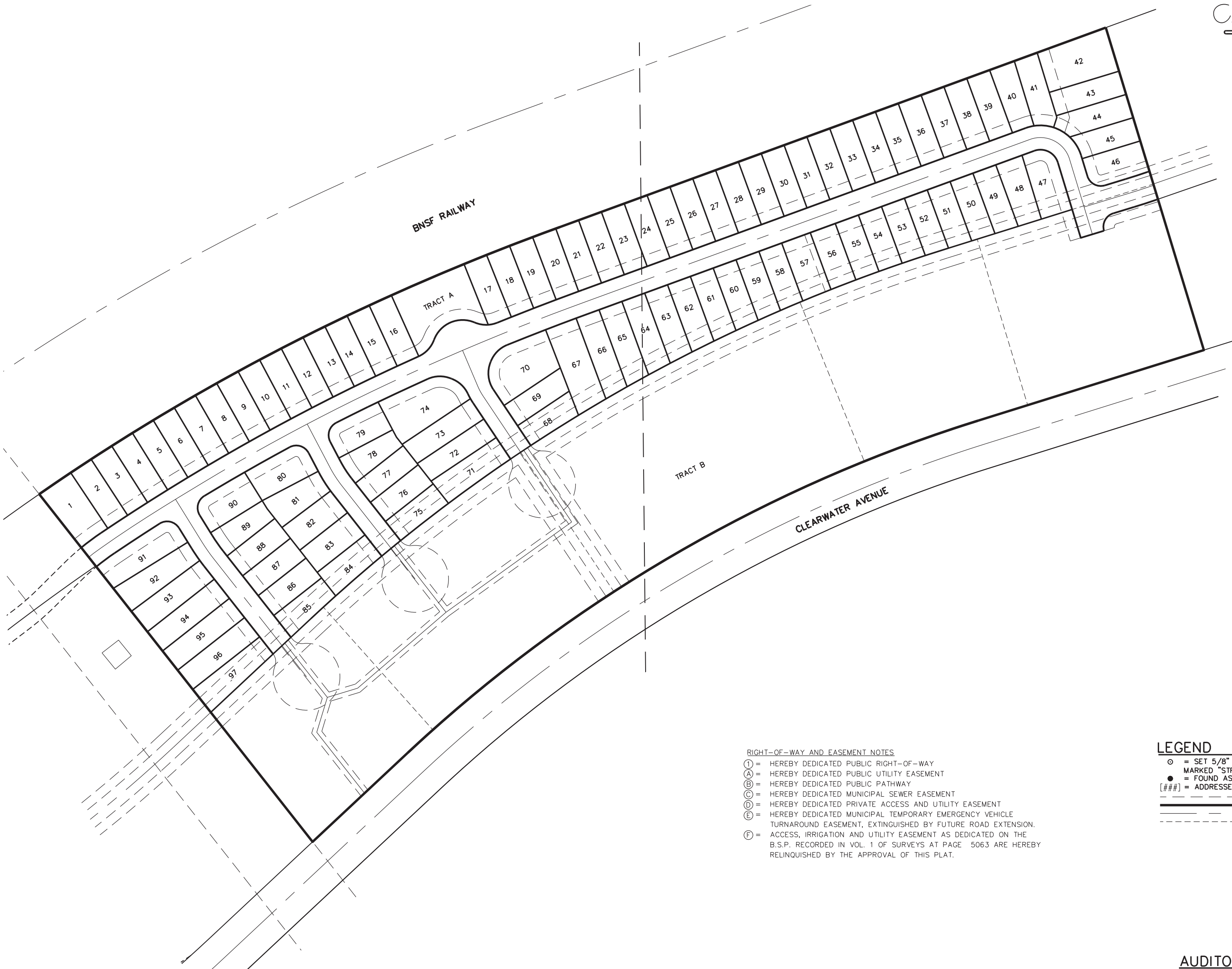
Attachments:

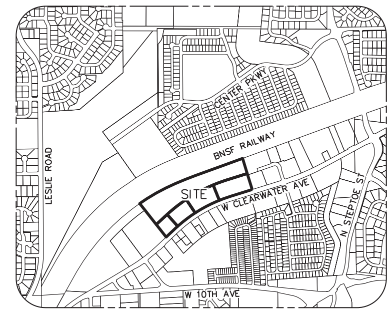
1. Final Plat

THE FINAL PLAT OF

CLEARWATER NORTH PHASE 1

S 1/2 OF SEC. 01, T.08N., R.28E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON





VICINITY SKETCH
NOT TO SCALE

SCALE 1" = 80'
0 80 160 240

BASIS OF BEARING
WA STATE GRID
SOUTH ZONE NAD 83(2011)
RS 1-5689

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS

RIGHT-OF-WAY AND EASEMENT NOTES

(1) = HEREBY DEDICATED PUBLIC RIGHT-OF-WAY
(A) = HEREBY DEDICATED PUBLIC UTILITY EASEMENT
(B) = HEREBY DEDICATED PUBLIC PATHWAY
(C) = HEREBY DEDICATED MUNICIPAL SEWER EASEMENT
(D) = HEREBY DEDICATED PRIVATE ACCESS AND UTILITY EASEMENT
(E) = HEREBY DEDICATED MUNICIPAL TEMPORARY EMERGENCY VEHICLE TURNAROUND EASEMENT, EXTINGUISHED BY FUTURE ROAD EXTENSION.
(F) = ACCESS, IRRIGATION AND UTILITY EASEMENT AS DEDICATED ON THE B.S.P. RECORDED IN VOL. 1 OF SURVEYS AT PAGE 5063 ARE HEREBY RELINQUISHED BY THE APPROVAL OF THIS PLAT.

LEGEND

⊙ = SET 5/8" REBAR W/BLUE PLASTIC CAP MARKED "STRATTON DCI 46886"
● = FOUND AS INDICATED
[###] = ADDRESSES
= EASEMENT
= PROPERTY BOUNDARY
= CENTERLINE
= OLD LOT LINE

INDEX

¼ ¼	SEC	T.	R.
	01	08N	28E

SURVEYOR'S CERTIFICATE:

I, DEREK C. INGALSBE, A LICENSED LAND SURVEYOR IN THE STATE OF WASHINGTON, HEREBY CERTIFY THAT THE PLAT OF "CLEARWATER NORTH PHASE 1", AS SHOWN HEREON, IS BASED ON AN ACTUAL FIELD SURVEY OF THE LAND DESCRIBED, AND THAT ALL COURSES AND DISTANCES ARE CORRECTLY SHOWN, AND THAT SAID PLAT IS STAKED ON THE GROUND AS INDICATED HEREON.

____
DEREK C. INGALSBE LS46886 DATE

DEREK C. INGALSBE STATE OF WASHINGTON 46886 REGISTERED PROFESSIONAL LAND SURVEYOR

PRELIMINARY FOR REVIEW

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _______ DAY OF, 20__ AT ____ MINUTES PAST _.M, AND RECORDED IN VOLUME ______ OF PLATS, PAGE _____, AT THE REQUEST OF DEREK C. INGALSBE, P.L.S.

____
BENTON COUNTY AUDITOR

____
DEPUTY FEE NO.

FINAL PLAT FOR
PROMADE

STRATTON SURVEYING & MAPPING P.C.
313 NORTH MORAIN STREET
KENNEWICK, WA 99336
(509) 735-7364
www.strattonsurvey.com

6275FP1.DWG	© 2025
DATE: 06/13/25	SHT. 1 OF 4
DRAWN BY: DCI	JOB # 6275

Council Agenda Coversheet					
	Item Number:	4.h.	**Date:**	9/2/2025	**Category:** Consent Agenda
	Item Type:	Final Plat			
	Subject:	**Final Plat: South Hill Manors at 742 W 54th Avenue; SUB-2025-0008**			
	Department:	Community Planning			
	Permit #:	SUB-2025-0008			

Recommendation

Staff recommends that City Council authorize the Mayor (or in her absence Mayor Pro Tem) to sign the Final Plat of South Hill Manors, contingent on payment of fees and bonding for incomplete sidewalk and landscape work.

Motion for Consideration

Motion to authorize the Mayor (or in her absence the Mayor Pro Tem) to sign the Final Plat of South Hill Manors, contingent on payment of fees and bonding for incomplete sidewalk and landscape work.

Summary

A Final Plat Application for South Hill Manors was submitted by Aqtera Engineering, c/o Caleb Stromstad. The plat consists 29 lots and two tracts on 42.1 acres at 742 W 54th Avenue and is zoned Residential, Suburban, (RS). The smallest lot is 15,741 square feet, the largest lot is 92,308 square feet and the average lot size is 33,025 square feet. The Preliminary Plat of South Hill Manors was approved by the Hearing Examiner on January 9, 2024.

Staff reviewed the final plat and found it to be in compliance with all applicable city development regulations. Prior to signing the final plat, all outstanding conditions will be met, in addition to payment of fees and bonding for incomplete sidewalk and landscape work. Following Council approval and plat signatures, the plat can be recorded and lots sold to individual owners.

Alternatives

No alternatives were reviewed or were recommended, as the applicant has met the applicable standards.

Fiscal Impact

None

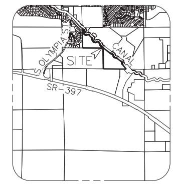
Attachments:

1. Final Plat

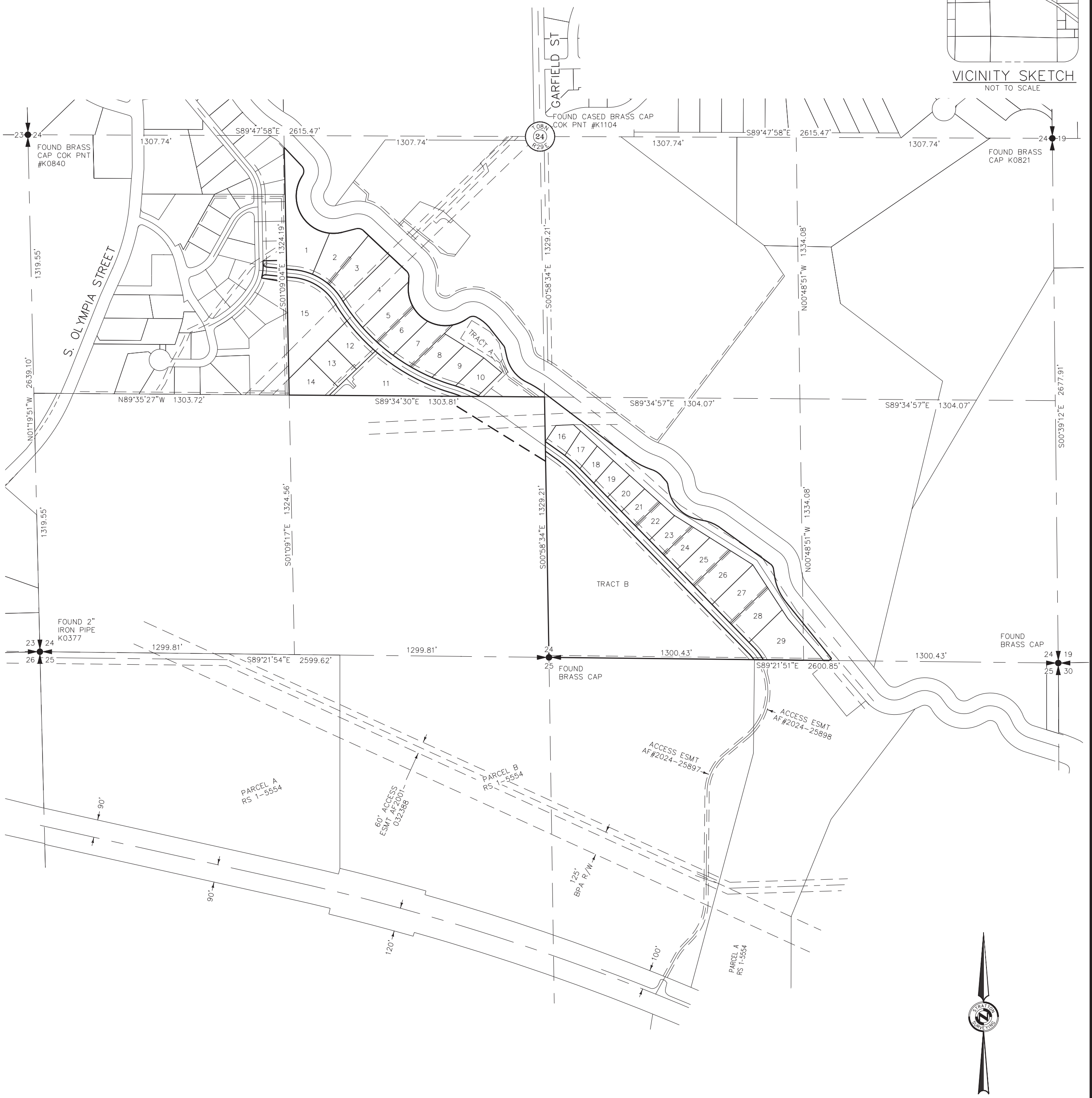
THE FINAL PLAT OF

SOUTH HILL MANORS

NE 1/4 OF THE NW 1/4 AND THE
S 1/2 OF THE SE 1/4 OF
SEC. 24, T.08N., R.29E., W.M.,
CITY OF KENNEWICK,
BENTON COUNTY, WASHINGTON



VICINITY SKETCH
NOT TO SCALE



EASEMENT AND RIGHT-OF-WAY NOTES

Ⓘ= HEREBY DEDICATED RIGHT-OF-WAY
Ⓐ= HEREBY DEDICATED PUBLIC UTILITY, PUBLIC SIDEWALK AND KENNEWICK IRRIGATION EASEMENT
Ⓑ= HEREBY DEDICATED PRIVATE ACCESS AND PUBLIC UTILITY EASEMENT
Ⓒ= HEREBY DEDICATED PUBLIC UTILITY EASEMENT
Ⓓ= HEREBY DEDICATED SHARED PRIVATE ACCESS & DRIVEWAY EASEMENT
Ⓔ= HEREBY DEDICATED MUNICIPAL STORM EASEMENT
Ⓕ= HEREBY DEDICATED MUNICIPAL ACCESS EASEMENT
Ⓖ= HEREBY DEDICATED MUNICIPAL STORM RETENTION & RECREATION EASEMENT
Ⓗ= HEREBY DEDICATED 10'x10' SOUTH HILL MANOR'S MONUMENT SIGN EASEMENT

LEGEND

⊙ = SET 5/8" REBAR W/ BLUE PLASTIC CAP MARKED "STRATTON DCI 468861"
= SET CASED BRASS CAP LS46886
= FOUND MONUMENT AS INDICATED
WSRS = FOUND W.S.R.S. BRASS CAP
DPB ● = FOUND 5/8" REBAR W/ORANGE PLASTIC CAP MARKED "RSI DPB 41028"
● = FOUND AS INDICATED
(NS)Ø = NOT FOUND OR SET
= EASEMENT
= PROPERTY BOUNDARY
= CENTERLINE

SCALE 1" = 250'
0 250 500 750

BASIS OF BEARING
WA STATE GRID
SOUTH ZONE NAD 83(2011)

EQUIPMENT USED
A THREE-SECOND TOTAL STATION
SPECTRA PRECISION RTK GPS

SURVEYOR'S CERTIFICATE:

I, DEREK C. INGALSBE, A LICENSED LAND SURVEYOR IN THE STATE OF WASHINGTON, HEREBY CERTIFY THAT THE PLAT OF "SOUTH HILL MANORS", AS SHOWN HEREON, IS BASED ON AN ACTUAL FIELD SURVEY OF THE LAND DESCRIBED, AND THAT ALL COURSES AND DISTANCES ARE CORRECTLY SHOWN, AND THAT SAID PLAT IS STAKED ON THE GROUND AS INDICATED HEREON.

DEREK C. INGALSBE LS46886 DATE

PRELIMINARY FOR REVIEW

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS _______ DAY OF, 20__ AT ____ MINUTES PAST _.M, AND RECORDED IN VOLUME ______ OF PLATS, PAGE _____, AT THE REQUEST OF DEREK C. INGALSBE, P.L.S.

BENTON COUNTY AUDITOR

DEPUTY FEE NO.

FINAL PLAT FOR
SOUTH HILL DEVELOPERS, INC

STRATTON SURVEYING & MAPPING P.C.
313 NORTH MORAIN STREET
KENNEWICK, WA 99336
(509) 735-7364
www.strattonsurvey.com

5847FP1A.DWG	© 2025
DATE: 07/10/25	SHT. 1 OF 5
DRAWN BY: DCI	JOB # 5847

Council Agenda Coversheet					
	Item Number:	4.i.	**Date:**	9/2/2025	**Category:** Consent Agenda
	Item Type:	Contract/Agreement/Lease			
	Subject:	**Contract Award: 2025 City-Wide Asphalt Patching Project; Project P2515**			
	Department:	Public Works			
	Project #:	P2515			

Recommendation

Staff recommends awarding Contract P2515-25 2025 City-Wide Asphalt Patching project to Central Paving LLC in the amount of $377,927.26 plus a 10% contingency amount of $37,792.73, for a total amount of $415,719.99 and authorize the City Manager to execute the contract.

Motion for Consideration

Motion to award the project to Central Paving LLC as presented and authorize the City Manager to execute the contract.

Summary

Three (3) bids were received on August 21, 2025:

Central Paving LLC	$377,927.26	Engineer's Estimate	$337,101.20
Central Washington Asphalt Inc.	$682,771.38		
Granite Co.	$757,765.58		

Work will involve sawcutting and removing existing asphalt and 6-inches of rock course, preparing and replacing with CSTC, compacting, placing HMA, crack sealing patched areas, and striping in areas as identified in the plans and contract documents.

This asphalt patching project was approved by the Board of the Transportation Benefit District (TBD) on February 18, 2025 with an estimated cost of $400,000.

Contractors were solicited utilizing the small works roster process since this contract Engineer's Estimate was under $350,000. However, the low bid submitted is over the $350,000 threshold and therefore is requiring City Council approval.

State law requires that contracts are awarded to a responsible bidder with the lowest responsive bid. The bids were reviewed and determined to be responsive. Staff recommends awarding this project to Central Paving LLC, who was determined to be a responsive bidder with the lowest responsive bid.

Alternatives

None recommended.

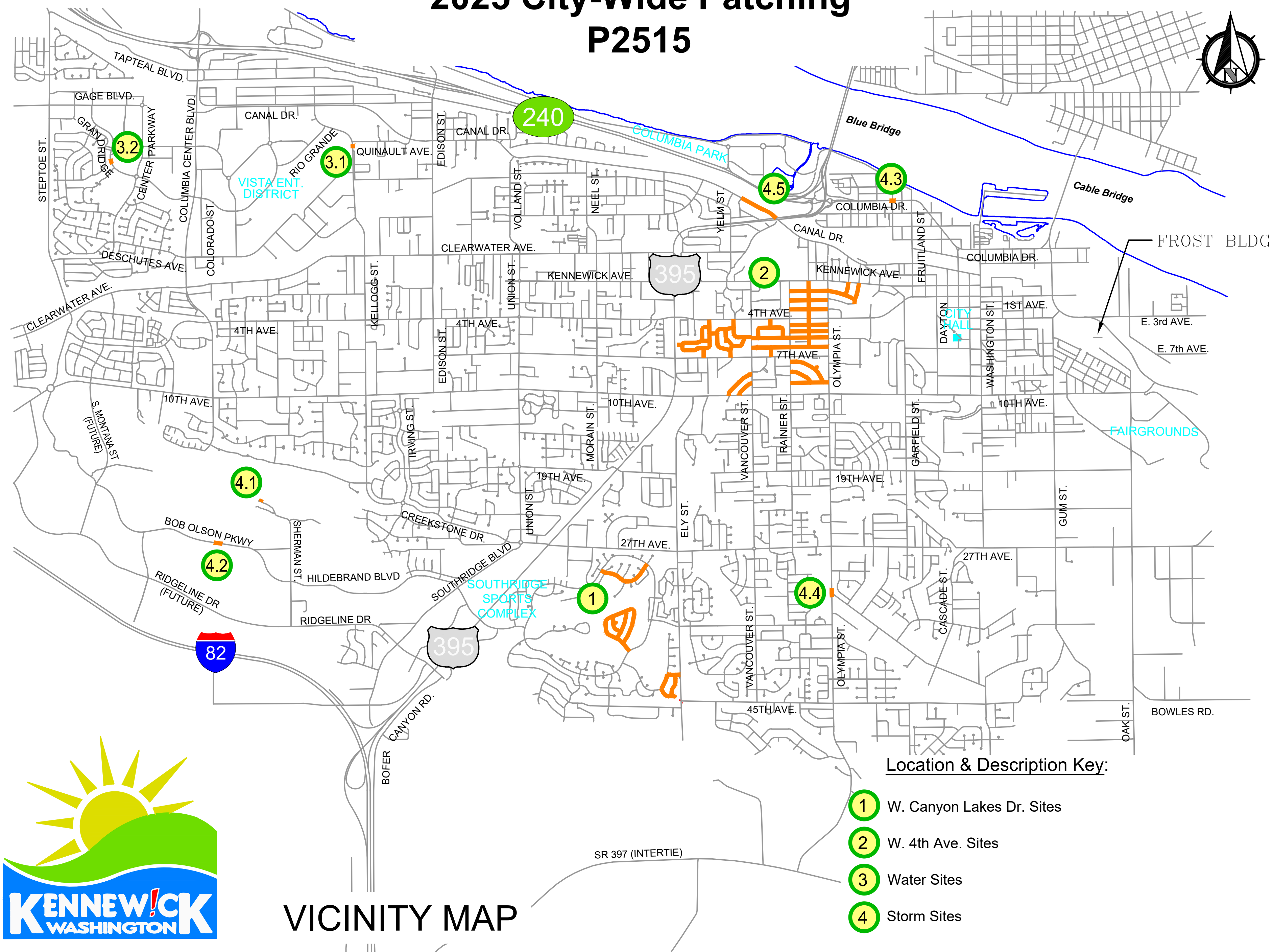
Fiscal Impact

Pavement Preservation is expected to be funded by the TBD, with the first tax revenue expected to be received in June 2025. The City budgeted $1.25 Million transfer from the Capital Improvement Fund. This project will be funded by taxes received in the TBD to the extent available with any shortfall being funded by the transfer.

Attachments:

1. Map

2025 City-Wide Patching
P2515



VICINITY MAP

<u>Location & Description Key</u>:

1. W. Canyon Lakes Dr. Sites
2. W. 4th Ave. Sites
3. Water Sites
4. Storm Sites

Council Agenda Coversheet	Item Number: 4.j.	Date: 9/2/2025	Category: Consent Agenda
	Item Type:	General Business Item	
	Subject:	**Grants: Authorizing a 2026 Community Development Grant Program Application for Infrastructure Improvements on S Juniper St**	
	Department:	Public Works	

Recommendation

Staff recommends authorizing a grant application to the Community Development Block Grant program to fund the design and construction of sidewalk on the east side with minor street widening and storm work on S. Juniper Street (6th Ave. to 7th Ave.).

Motion for Consideration

Motion to authorize staff to apply for funding for improvements on S Juniper St.

Summary

The Community Development Block Grant (CDBG), which is financed through the US Department of Housing & Urban Development (HUD), provides grants for neighborhood revitalization, affordable housing, expanding economic opportunities, and/or improving community facilities and services. All projects and programs must principally benefit low-and moderate-income persons. To be considered for funding, all applicants must be a qualified non-profit 501(c)(3) organization or public agency. Projects must comply with CDBG program regulations (24 CFR Part 570) and meet one of HUD's national objectives listed below:

- Benefits for low-and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums blight;
- Meet a need having a particular urgency (e.g. disaster)

Staff has identified the following project as a candidate for CDBG funding:

S. Juniper Street Sidewalk - east side from 6th Ave. to 7th Ave. The neighborhood is in Census Block 4 and has 59% LMI. This project is also situated as a major route for school children attending Eastgate Elementary. Current conditions have gravel shoulders on both sides of the street, forcing pedestrians to walk in the roadway since vehicles park on the gravel shoulders. The project will construct 200 LF of sidewalk, curb and gutter along with street widening and minor storm improvements. CDBG funds were similarly used in 2018 and 2019 to construct sidewalks from 10th Ave. to 7th Ave. The estimated cost is $156,000 to design and construct said improvements.

Alternatives

The alternative is to not apply for funding.

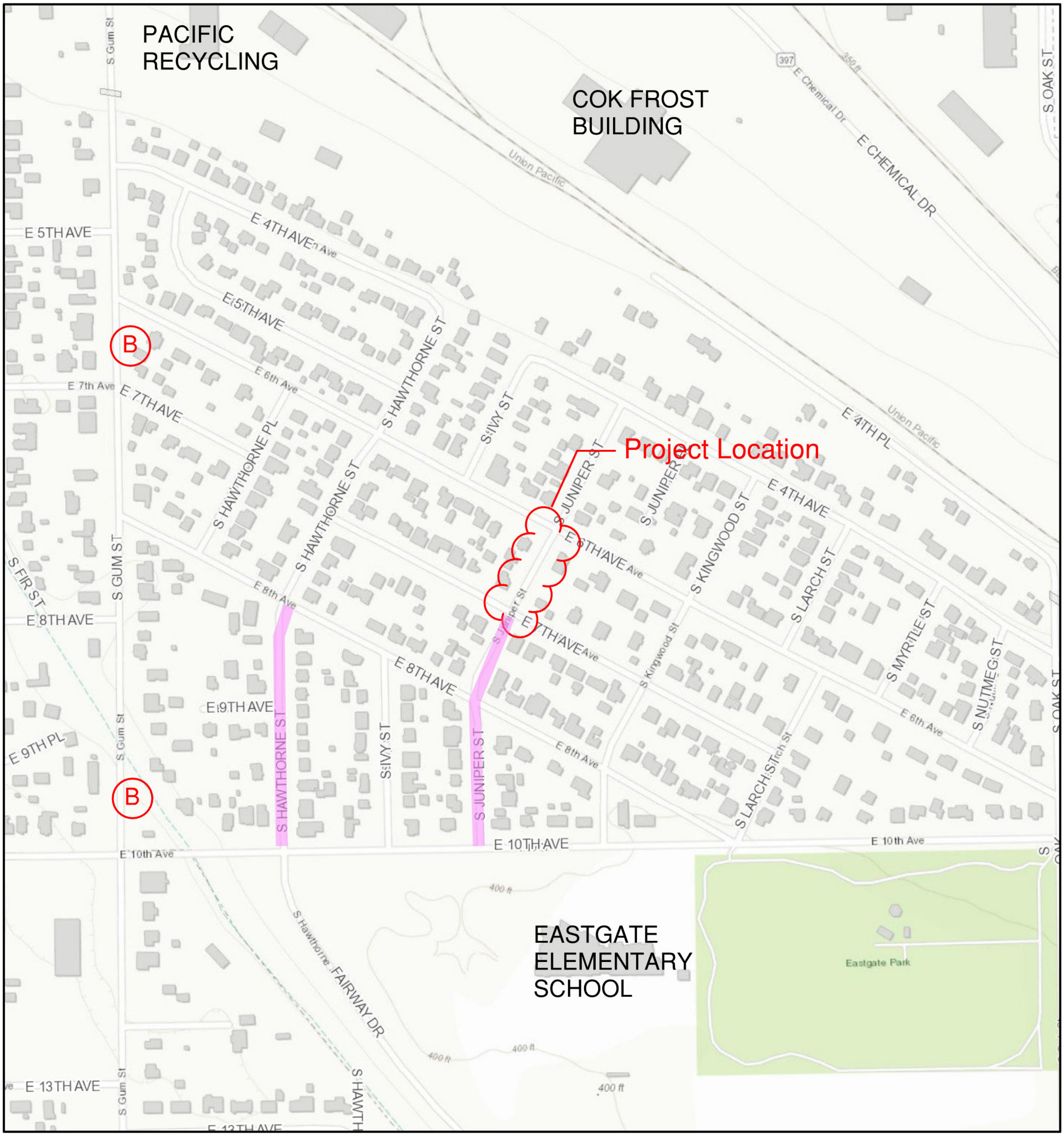
Fiscal Impact

CDBG Funds of $156,000 with no City match.

Attachments:

1. Map

N. Juniper St. (6th-7th Ave.) Sidewalk



September 6, 2023

This plan is suitable for informational use only. City of Kennewick accepts no liability for any error whatsoever.

1 inch = 400 feet 1:4,800

0 0.0375 0.075 0.15 mi

0 0.05 0.1 0.2 km

StreetName

Historic Bldg on Registry

StructureBridge

Prior CDBG Project

B BFT Bus Stop

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

ArcGIS WebApp Builder
City of Kennewick

S. JUNIPER ST. WIDENING
(6TH AVE. TO 7TH AVE.)

NOTES:
-ROAD WIDENING WITH AN ESTIMATED 200 LF OF 5' SIDEWALK, CURB AND GUTTER.
-LIMITS ARE EAST SIDE OF S. JUNIPER ST. BETWEEN 6TH AVE. AND 7TH AVE.
-UPGRADE ADA RAMPS ON 6TH AVE. AND 7TH AVE.

PUBLIC WORKS
ENGINEERING
DIVISION

0 40 80
HORIZONTAL SCALE IN FEET

DWG. BY: DATE: 8/19/25
PATH: M:\01 – CIP Projects_Future Projects\P23xx–CDBG Juniper St. Pedestiran Walkway\01 Design\Juniper Sidewalk.dwg

Council Agenda Coversheet	Item Number:	4.k.	Date:	9/2/2025	Category: Consent Agenda
	Item Type:	General Business Item			
	Subject:	**Grants: Authorizing a 2026 Community Development Grant Program Application for Park Improvements**			
	Department:	Parks & Recreation			

Recommendation

Staff recommends submitting a grant application to the Community Development Block Grant program to fund multi-use field renovations at Eastgate Park, covered shelter at Vancouver pump track and new swings and surface at Hawthrone Park.

Motion for Consideration

Motion to authorize staff to apply for grant funding for multi-use field renovations at Eastgate Park, covered shelter at Vancouver pump track and new swings and surface at Hawthrone Park.

Summary

The Community Development Block Grant (CDBG), which is financed through the US Department of Housing & Urban Development (HUD), provides grants for neighborhood revitalization, affordable housing, expanding economic opportunities, and/or improving community facilities and services. All projects and programs must principally benefit low-and moderate-income persons. To be considered for funding, all applicants must be a qualified non-profit 501(c)(3) organization or public agency. Projects must comply with CDBG program regulations (24 CFR Part 570) and meet one of HUD's national objectives listed below:

- Benefits for low-and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums blight;
- Meet a need having a particular urgency (e.g. disaster)

Staff has identified the following park project proposed for CDBG grant funding:

1. Eastgate Park – Multi-Use Field Renovations - Estimated cost $100,000

Scope: Renovation of existing multi-use fields to provide safe, playable surfaces for youth sports. Work includes importing topsoil, minor grading, and leveling to address undulating field conditions.

Need: The current playing surface is uneven, creating challenges for programming and safe play. Leveling and resurfacing will improve usability for youth leagues and community sports.

2. Vancouver Pump Track – Covered Shelter - Estimated Cost $65,000

Scope: Construction of a covered shelter adjacent to the new pump track to provide seating and weather protection for participants waiting to ride.

Need: The pump track, funded through 2025 CDBG allocations and scheduled for completion in September 2025, currently has no sheltered space. The addition will enhance the comfort, usability, and inclusivity of the facility.

3. Hawthorne Park – Swings and Surfacing Replacement - Estimated Cost $90,000

Scope: Replacement of the original swings and outdated pea gravel surfacing with a modern swing set and compliant safety surfacing.

Need: Existing swings are outdated and the pea gravel surface does not meet current accessibility standards. New swings and surfacing will modernize the play experience and improve ADA compliance.

Alternatives

Not to apply

Fiscal Impact

CDBG Funds of $255,000 with no city match.

Attachments:

None

Council Agenda Coversheet					
	Item Number:	5.a.	**Date:**	9/2/2025	**Category:** Ordinance
	Item Type:	Ordinance			
	Subject:	Ordinance: City Council Salaries, Amending Section 2.04.075 of the Kennewick Municipal Code			
	Department:	City Manager			
	Ordinance #:				

Recommendation

Staff recommends adoption of the ordinance.

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

KMC 2.04.075 provides for City Council salaries and includes a four-year salary schedule that is reviewed and updated by adding two additional years during the odd year of each biennium. Adopting a four-year salary schedule and updating it every two years allows the City and City Council to avoid any potential conflict with RCW 35A.13.040, a statute prohibiting elected officials from receiving salary increases voted upon during their current term.

The current salary schedule was last modified on November 21, 2023:

Ordinance	Year	Council	Mayor Pro Tem	Mayor
5952	2024	$1400	$1500	$1600
5952	2025	$1425	$1525	$1625
6041	2026	$1425	$1525	$1625
6041	2027	$1425	$1525	$1625

It is necessary to add two years to the four-year schedule, 2028 and 2029.

Ordinance	Year	Council	Mayor Pro Tem	Mayor
6041	2026	$1425	$1525	$1625
6041	2027	$1425	$1525	$1625
New	2028	$1450	$1550	$1650
New	2029	$1450	$1550	$1650

The proposed ordinance modifies KMC 2.04.075 by removing years 2024 & 2025, retaining years 2026 & 2027, and adding years 2028 & 2029. A modest increase of $25 per elected official per month is proposed while retaining the differentials for the Mayor Pro-Tem and Mayor at $100 extra and $200 extra, respectively.

Alternatives

The City Council may amend the proposed salaries for 2028 and 2029.

Fiscal Impact

Council salaries for 2026 and 2027 were previously approved in 2023 with the adoption of Ordinance 6041; there is no new fiscal impact for those years. This proposal results in an annual total increase of $300 per elected official ($2,100 total for all seven elected officials) in 2028 and 2029.

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO CITY COUNCIL SALARIES AND AMENDING SECTION 2.04.075 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 2.04.075 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

2.04.075: Salary of City Council, Mayor Pro Tem, and Mayor.

(1) Each member of the City Council shall be compensated by a monthly salary to conduct and attend Council business, meetings, sessions and other such activities as deemed necessary by the City Council in the performance of the Council official duties, as follows:

Year	Council	Mayor Pro Tem	Mayor
2026	$1,425.00	$1,525.00	$1,625.00
2027	$1,425.00	$1,525.00	$1,625.00
2028	$1,450.00	$1,550.00	$1,650.00
2029	$1,450.00	$1,550.00	$1,650.00

(2) Nothing herein contained shall cause an increase or decrease to the compensation of any member of the Council during their current term of office or any unexpired term of office, to which such member of the Council is appointed or elected. Beginning in 2019, and then in every odd numbered year thereafter, City Council shall establish and approve a schedule for Council salary for the subsequent four-year period by adding two additional years to the existing schedule.

(Ord. 25-_______, Sec. 1, 2025; Ord. 6041 Sec. 1, 2023; Ord. 5952 Sec. 1, 2021; Ord. 5844 Sec. 1, 2019)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 2nd day of September 2025.

Attest: ______________________________
GRETL J. CRAWFORD, Mayor

____
KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

____
LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: ______________________________

ORDINANCE EFFECTIVE DATE: ______________________________

CITY OF KENNEWICK
ORDINANCE NO. 25-_____

AN ORDINANCE RELATING TO CITY COUNCIL SALARIES AND AMENDING SECTION 2.04.075 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 2.04.075 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

2.04.075: Salary of City Council, Mayor Pro Tem, and Mayor.

(1) Each member of the City Council shall be compensated by a monthly salary to conduct and attend Council business, meetings, sessions and other such activities as deemed necessary by the City Council in the performance of the Council official duties, as follows:

Year	Council	Mayor Pro Tem	Mayor
~~2024~~	~~$1,400.00~~	~~$1,500.00~~	~~$1,600.00~~
~~2025~~	~~$1,425.00~~	~~$1,525.00~~	~~$1,625.00~~
2026	$1,425.00	$1,525.00	$1,625.00
2027	$1,425.00	$1,525.00	$1,625.00
2028	$1,450.00	$1,550.00	$1,650.00
2029	$1,450.00	$1,550.00	$1,650.00

(2) Nothing herein contained shall cause an increase or decrease to the compensation of any member of the Council during their current term of office or any unexpired term of office, to which such member of the Council is appointed or elected. Beginning in 2019, and then in every odd numbered year thereafter, City Council shall establish and approve a schedule for Council salary for the subsequent four-year period by adding two additional years to the existing schedule.

(Ord. 25-_______, Sec. 1, 2025; Ord. 6041 Sec. 1, 2023; Ord. 5952 Sec. 1, 2021; Ord. 5844 Sec. 1, 2019) **Section 2.** This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 2nd day of September 2025.

Attest: ________________________________
GRETL J. CRAWFORD, Mayor

____
KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

____
LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: ________________________________

ORDINANCE EFFECTIVE DATE: ________________________________

Council Agenda Coversheet	Item Number:	5.b.	Date:	9/2/2025	Category: Ordinance
	Item Type:	Ordinance			
	Subject:	Ordinance: Dog Park Regulations Amending Section 10.08.040 of the Kennewick Municipal Code			
	Department:	Parks & Recreation			
	Ordinance #:				

Recommendation

Staff recommends adopting the ordinance as presented

Motion for Consideration

Motion to adopt the ordinance as presented.

Summary

The City proposes an amendment to the existing City Park Regulation section of the Kennewick Municipal Code to address the safe and responsible use of the dog park. This ordinance updates Section 10.08.040 of the Kennewick Municipal Code to establish specific regulations for designated dog parks within the City. The amendments clarify permissible activities, set standards for owner responsibility and pet behavior, and provide enforcement authority to ensure safe, sanitary, and enjoyable conditions for all park users.

Alternatives

Fiscal Impact

Attachments:

1. Ordinance
2. Redline

CITY OF KENNEWICK
ORDINANCE NO. 25-_______

AN ORDINANCE RELATING TO OFFENSES AGAINST PUBLIC ORDER AND AMENDING SECTION 10.08.040 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 10.08.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

10.08.040: - City Park Regulations.

(1) Purpose. City parks, including facilities are established and maintained by the City for public recreational purposes. Chapter 10.08 KMC is an exercise of the police power of the City, and its provisions shall be liberally construed for the preservation and protection of the natural environment, public peace, health, safety and welfare. Unlawful and inappropriate behavior in City parks diminishes these precious assets and deprives citizens individually and as a whole of the full use and enjoyment of the natural beauty, recreational opportunities, and peaceful repose that parks are intended to preserve.

(a) For purposes of this section, "park" means any public park, green space, or recreational area owned, leased, or maintained by the City. "Grass area" means any area within a park covered primarily by grass or turf.

(2) Rules Governing Use of City Parks and Facilities—Violation an Infraction. Any person violating any of the below noted provisions shall have committed a class 3 infraction.

(a) All dogs must be on leashes, unless in an area designated as "off-leash".

(b) No dogs allowed on sports fields.

(c) No horse riding is allowed.

(d) Areas being irrigated or mowed are closed to public use.

(e) No golf practice use, except within the boundaries of the Columbia Park Tri-Plex.

(f) Pet owners must pick up pet waste and deposit in refuse containers.

(g) At the fishing lagoon at the east end of Columbia Park; only juveniles (14 years and younger), persons with disabilities with a reduced fee license, and seniors (70 years and older) are allowed to fish; fishing season is year round; daily fishing limit is a total of five game fish, no minimum size; no bird feeding; no swimming allowed; no floating devices allowed without a permit; no ice skating or ice fishing.

(h) Tobacco products, including vaping, use is not permitted within 20 feet of park playgrounds and tot-lots.

(i) No person shall stop, stand, or park a vehicle on any grass area within a City park, except when necessary to avoid conflict with other traffic, in compliance with the law, or under the direction of a police officer or official traffic control device. Vehicles authorized by a valid special event permit issued by the City may park on designated areas within a park as specified in the permit.

(j) No piñatas containing confetti.

(3) Rules Governing Use of City Dog Park.

(a) An owner must stay with their dog and keep it in sight and under voice control at all times.

(b) An owner is encouraged to immunize and register their dog and discouraged from visiting while their dog is sick or in heat.

(c) An owner must leash an aggressive dog or repeat barker and leave the Dog Park immediately.

(d) An owner must keep their dog leashed when entering or exiting the Dog Park and must close all gates behind them.

(e) Children under 12 must be accompanied by an adult and closely supervised at all times.

(f) An owner must pick up their dog's fecal matter and deposit it in a receptacle.

(g) No person may enter the Dog Park with treats or beverages.

(h) An owner must fill in the holes their dog creates.

(i) An owner may only visit the Dog Park during daylight hours.

(4) Rules governing use of City parks and facilities - Violations a misdemeanor. Any person violating any of the below noted provisions shall be guilty of a misdemeanor.

(a) Parks close one-half hour after sunset until 6:00 a.m., with the exception of the Lawrence Scott Pickleball Complex, which closes at 10:00 p.m. until 6:00 a.m. and for access to and from the Columbia Park Golf Tri-Plex for food and beverage service with approved vendor during regular business hours. The Director of Parks, Recreation and Facilities, or his or her designee, is authorized to set restrictions on the use of City parks, facilities, and memorials. Written permission from City of Kennewick Parks and Recreation Department may be obtained for special events.

(b) Defacing or destroying park property is prohibited.

(c) All waste material must be deposited in refuse cans.

(d) No alcohol allowed on park/recreation premises. Written permission may be obtained for special events.

(e) Camping. Camping in City parks and facilities is defined and regulated pursuant to KMC Chapter 9.54. Written permission may be obtained for special events.

(f) Fires. No person shall ignite or maintain any fire or participate in igniting, maintaining, or using any fire within open space, trail, park or facility unless specifically authorized by the Kennewick Parks and Recreation Department.

(g) Dumping in Water Prohibited. No person shall deposit any waste or refuse of any nature, including human or animal waste, into any river, stream, or other body of water running in, through, or adjacent to any City park.

(h) Interference with Trails or Walking Paths. No person shall operate a motor vehicle, off-road vehicle (ORV) or wheeled all-terrain vehicle (WATV) on any park trail or walking path. No person shall place, deposit, or otherwise locate any object, structure or device, whether natural or artificial, that threatens or endangers any trail, interferes with normal use of the trail, or that threatens or endangers any person traveling thereon. Written permission may be obtained for special events.

(i) Outside Household or Commercial Waste. No person shall bring in or deposit household or commercial herbage or other waste which is brought in such form from any private property, in any City park or facility garbage can or other receptacle.

(j) Waste from Vehicles. No person shall drain or dump refuse or waste from any trailer, camper, automobile, or other vehicle in any City park or facility.

(5) Trespassing. In addition to such other penalties as may be imposed by law for the violation of the City Park Regulations or the commission of other offenses in Kennewick Municipal Parks, the Kennewick Police or the Director of Parks, Recreation and Facilities are authorized to issue trespass notifications to any person against whom they have probable cause to believe have committed a crime or infraction while in a City park or facility. The trespass notification will be valid for 30 to 365 days and will identify the park, facility, or parks and facilities for which the offender is excluded. The Parks Commission may extend or expand this notice by motion.

(6) Posting of Rules. These rules and regulations may be posted in City parks and recreation areas, as applicable. The posted signs are not intended to provide a comprehensive list of rules and regulations.

(Ord. 25-_______ Sec. 1, 2025; Ord. 25-6093 Sec. 1, 2025; Ord. 5960 Sec. 1, 2021; Ord. 2855 Sec. 2, 1984; Ord. 2089 Sec. 2(part), 1977)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 2nd day of September, 2025.

____
GRETL J. CRAWFORD, Mayor

Attest:

____
KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

____
LAURENCIO SANGUINO,
City Attorney

DATE OF PUBLICATION: ________________________________

ORDINANCE EFFECTIVE DATE: ________________________________

CITY OF KENNEWICK
ORDINANCE NO. 25-_______

AN ORDINANCE RELATING TO OFFENSES AGAINST PUBLIC ORDER AND AMENDING SECTION 10.08.040 OF THE KENNEWICK MUNICIPAL CODE

THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Section 10.08.040 of the Kennewick Municipal Code, be, and the same hereby is, amended to read as follows:

10.08.040: - City Park Regulations.

(1) Purpose. City parks, including facilities are established and maintained by the City for public recreational purposes. Chapter 10.08 KMC is an exercise of the police power of the City, and its provisions shall be liberally construed for the preservation and protection of the natural environment, public peace, health, safety and welfare. Unlawful and inappropriate behavior in City parks diminishes these precious assets and deprives citizens individually and as a whole of the full use and enjoyment of the natural beauty, recreational opportunities, and peaceful repose that parks are intended to preserve.

(a) For purposes of this section, "park" means any public park, green space, or recreational area owned, leased, or maintained by the City. "Grass area" means any area within a park covered primarily by grass or turf.

(2) Rules Governing Use of City Parks and Facilities—Violation an Infraction. Any person violating any of the below noted provisions shall have committed a class 3 infraction.

(a) All dogs must be on leashes, unless in an area designated as "off-leash".

(b) No dogs allowed on sports fields.

(c) No horse riding is allowed.

(d) Areas being irrigated or mowed are closed to public use.

(e) No golf practice use, except within the boundaries of the Columbia Park Tri-Plex.

(f) Pet owners must pick up pet waste and deposit in refuse containers.

(g) At the fishing lagoon at the east end of Columbia Park; only juveniles (14 years and younger), persons with disabilities with a reduced fee license, and seniors (70 years and older) are allowed to fish; fishing season is year round; daily fishing limit is a total of five game fish, no minimum size; no bird feeding; no swimming allowed; no floating devices allowed without a permit; no ice skating or ice fishing.

(h) Tobacco products, including vaping, use is not permitted within 20 feet of park playgrounds and tot-lots.

(i) No person shall stop, stand, or park a vehicle on any grass area within a City park, except when necessary to avoid conflict with other traffic, in compliance with the law, or under the direction of a police officer or official traffic control device. Vehicles authorized by a valid special event permit issued by the City may park on designated areas within a park as specified in the permit.

(j) No piñatas containing confetti.

(3) Rules Governing Use of City Dog Park.

(a) An owner must stay with their dog and keep it in sight and under voice control at all times.

(b) An owner is encouraged to immunize and register their dog and discouraged from visiting while their dog is sick or in heat.

(c) An owner must leash an aggressive dog or repeat barker and leave the Dog Park immediately.

(d) An owner must keep their dog leashed when entering or exiting the Dog Park and must close all gates behind them.

(e) Children under 12 must be accompanied by an adult and closely supervised at all times.

(f) An owner must pick up their dog's fecal matter and deposit it in a receptacle.

(g) No person may enter the Dog Park with treats or beverages.

(h) An owner must fill in the holes their dog creates.

(i) An owner may only visit the Dog Park during daylight hours.

(~~3~~4) Rules governing use of City parks and facilities - Violations a misdemeanor. Any person violating any of the below noted provisions shall be guilty of a misdemeanor.

(a) Parks close one-half hour after sunset until 6:00 a.m., with the exception of the Lawrence Scott Pickleball Complex, which closes at 10:00 p.m. until 6:00 a.m. and for access to and from the Columbia Park Golf Tri-Plex for food and beverage service with approved vendor during regular business hours. The Director of Parks, Recreation and Facilities, or his or her designee, is authorized to set restrictions on the use of City parks, facilities, and memorials. Written permission from City of Kennewick Parks and Recreation Department may be obtained for special events.

(b) Defacing or destroying park property is prohibited.

(c) All waste material must be deposited in refuse cans.

(d) No alcohol allowed on park/recreation premises. Written permission may be obtained for special events.

(e) Camping. Camping in City parks and facilities is defined and regulated pursuant to KMC Chapter 9.54. Written permission may be obtained for special events.

(f) Fires. No person shall ignite or maintain any fire or participate in igniting, maintaining, or using any fire within open space, trail, park or facility unless specifically authorized by the Kennewick Parks and Recreation Department.

(g) Dumping in Water Prohibited. No person shall deposit any waste or refuse of any nature, including human or animal waste, into any river, stream, or other body of water running in, through, or adjacent to any City park.

(h) Interference with Trails or Walking Paths. No person shall operate a motor vehicle, off-road vehicle (ORV) or wheeled all-terrain vehicle (WATV) on any park trail or walking path. No person shall place, deposit, or otherwise locate any object, structure or device, whether natural or artificial, that threatens or endangers any trail, interferes with normal use of the trail, or that threatens or endangers any person traveling thereon. Written permission may be obtained for special events.

(i) Outside Household or Commercial Waste. No person shall bring in or deposit household or commercial herbage or other waste which is brought in such form from any private property, in any City park or facility garbage can or other receptacle.

(j) Waste from Vehicles. No person shall drain or dump refuse or waste from any trailer, camper, automobile, or other vehicle in any City park or facility.

(~~4~~5) Trespassing. In addition to such other penalties as may be imposed by law for the violation of the City Park Regulations or the commission of other offenses in Kennewick Municipal Parks, the Kennewick Police or the Director of Parks, Recreation and Facilities are authorized to issue trespass notifications to any person against whom they have probable cause to believe have committed a crime or infraction while in a City park or facility. The trespass notification will be valid for 30 to 365 days and will identify the park, facility, or parks and facilities for which the offender is excluded. The Parks Commission may extend or expand this notice by motion.

(~~5~~6) Posting of Rules. These rules and regulations may be posted in City parks and recreation areas, as applicable. The posted signs are not intended to provide a comprehensive list of rules and regulations.

(Ord. 25-_______ Sec. 1, 2025; Ord. 25-6093 Sec. 1, 2025; Ord. 5960 Sec. 1, 2021; Ord. 2855 Sec. 2, 1984; Ord. 2089 Sec. 2(part), 1977)

Section 2. This ordinance shall be in full force and effect five days from and after its passage, approval and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, and signed in authentication of its passage this 2nd day of September, 2025.

GRETL J. CRAWFORD, Mayor

Attest:

KRYSTAL JOHNSTON,
City Clerk

Approved as to Form:

LAURENCIO SANGUINO,
City Attorney

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