

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.

Krystal Johnston

Krystal Johnston, CMC, CPRO
City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:

<https://kennewickwa.new.swagit.com/videos/353124>