

**CITY OF KENNEWICK
CITY COUNCIL REGULAR MEETING
March 18, 2025**

City Council Present:

Chuck Torelli, *Mayor Pro Tem*
Loren Anderson, *Councilmember*
Brad Beauchamp, *Councilmember*

Jason McShane, *Councilmember (Remote)*
Jim Millbauer, *Councilmember*
John Trumbo, *Councilmember*

City Staff Present:

Erin Erdman, *City Manager*
Laurencio Sanguino, *City Attorney*
Jessica Platt, *Finance Director*
John Cowling, *Public Works Director*
Jose Santoy, *Police Commander*
Chad Michael, *Fire Chief*
Cary Roe, *Deputy City Manager*
Lisa Beaton, *Deputy City Manager*

Steve Donovan, *Development Services Manager*
Brandi Ralston, *Deputy City Clerk*
Nick Farline, *Parks Director*
Jamie O'Neill, *Parks Infrastructure Supervisor*
Heath Mellotte, *Design Services Manager*
Matt Halitsky, *Senior Planner*
Robert Ball, *Deputy Fire Chief*

1. CALL TO ORDER

Mayor Pro Tem Torelli called the meeting to order at 6:30 p.m.

Ms. Ralston stated all councilmembers with the exception of Mayor Crawford were in attendance, noted that Councilmember McShane was joining remotely, and announced a quorum was established.

Mayor Pro Tem Torelli explained Mayor Crawford gave advance notice of her absence and has requested that her absence be excused.

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

Councilmember Anderson led the Pledge of Allegiance.

Alexander Kuhn provided an invocation.

2. VISITORS: None.

3. APPROVAL OF AGENDA

MOTION:	Councilmember Anderson moved to approve the agenda as presented.
SECOND:	Councilmember Beauchamp.
DISCUSSION:	None.
VOTE:	The motion passed unanimously (6-0).

4. CONSENT AGENDA

MOTION:	Councilmember Anderson moved to approve the consent agenda as presented.
SECOND:	Councilmember Millbauer.
VOTE:	The motion passed unanimously (6-0).

- a. **Meeting Minutes: March 4, 2025, City Council Regular Meeting**
Motion to approve the minutes as presented.
- b. **Meeting Minutes: March 4, 2025, City Council Special Meeting**
Motion to approve the minutes as presented.
- c. **Meeting Minutes: March 11, 2025, City Council Workshop Meeting**
Motion to approve the minutes as presented.
- d. **Claims Roster: February 2025**
Motion to approve the Claims Roster for February 2025 in the amount of \$10,871,893.67 comprised of electronic payments and check numbers 318265-318709.
- e. **Payroll Roster: For the Pay Period Ending 02/28/2025**
Motion to approve the payroll roster for the pay period ending 02/28/2025.
- f. **Board & Commission Vacancy: Kennewick Public Facilities District Appointment - Position 1**
Motion to appoint Kim Shugart to Board Position 1 of the Kennewick Public Facilities District with a term expiring March 31, 2029.
- g. **Board & Commission Vacancy: Kennewick Public Facilities District Appointment - Position 2**
Motion to appoint Renee Brooks to Board Position 2 of the Kennewick Public Facilities District with a term expiring March 31, 2029.
- h. **Grants: Authorizing a Grant Application to 2025 Benton-Franklin Council of Governments Call for Projects**
Motion to authorize staff to submit grant applications to the Benton-Franklin Council of Governments (BFCOG) to secure federal funding for Columbia Center Blvd. Widening Project, East Columbia Park Bicycle Improvements Project, Kellogg to Edison Pathway Project, and Columbia Drive Pavement Preservation Project.
- i. **Interlocal Agreement: Conway Place Supplemental Agreement and Project Prospectus for Construction Phase with WSDOT**
Motion to approve the supplemental agreement and prospectus as presented.

5. ORDINANCES & RESOLUTIONS

- a. **Ordinance 25-6085:** Change of Zone - Jones at 2219 W 13th Avenue from Residential, Low Density (RL) to Residential, Medium Density (RM) (COZ-2024-0003)
Mayor Pro Tem Torelli explained the Appearance of Fairness Doctrine associated with this quasi-judicial matter. He instructed Council to ask to be recognized if their answer to any of the following questions was "yes":
 - 1. *Do you have any interest in the property or the application, or do you own property within 300' of the subject property?*
 - 2. *Will you stand to gain or lose any financial benefit as a result of the outcome of this proceeding?*
 - 3. *Are you unable to consider the application in a fair and objective manner?*

4. *Have you engaged in any ex-parte communications with either proponents or opponents?*

No Councilmember came forward to answer affirmatively to these questions. Mayor Pro Tem Torelli announced it was established the Council could consider this matter fairly.

Mr. Halitsky provided a staff report for item 5.a and responded to Council questions.

Ms. Ralston read the ordinance title into the record:

CERTAIN REAL PROPERTY WITHIN THE CITY OF KENNEWICK
LOCATED AT 2219 W. 13th AVENUE FROM RESIDENTIAL, LOW
DENSITY (RL) TO RESIDENTIAL, MEDIUM DENSITY (RM) (COZ 2024-
0003, Douglas Jones)

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

SECOND: Councilmember Beauchamp.

DISCUSSION: None.

VOTE: **The motion passed unanimously (6-0).**

The Deputy City Clerk assigned Ordinance No. 25-6085.

b. Ordinance: Ordinance: Housekeeping Ordinances Pertaining to the Governance Manual Adoption

Ms. Erdman provided a staff report for items 5.b.1 and 5.b.2.

1) Ordinance 25-6086: Ordinance: Amending Chapter 2.04 of the Kennewick Municipal Code

Ms. Ralston read the ordinance title into the record:

AN ORDINANCE AMENDING KENNEWICK MUNICIPAL CODE TITLE 2
ADMINISTRATION AND PERSONNEL; CHAPTER 2.04 CITY COUNCIL;
SECTION 2.04.047 WORKSHOP MEETINGS AND SECTION 2.04.120
ORDER OF BUSINESS

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

SECOND: Councilmember Anderson.

DISCUSSION: None.

VOTE: **The motion passed unanimously (6-0).**

The Deputy City Clerk assigned Ordinance No. 25-6086.

2) Ordinance 25-6087: Ordinance: Amending Chapter 2.16 of the Kennewick Municipal Code

Ms. Ralston read the ordinance title into the record:

AN ORDINANCE AMENDING KENNEWICK MUNICIPAL CODE TITLE 2
ADMINISTRATION AND PERSONNEL; CHAPTER 2.16 BOARDS AND

COMMISSIONS; ADDING SECTION 2.16.870 LODGING TAX ADVISORY
COMMITTEE AND AMENDING SECTION 2.16.970 ATTENDANCE
REQUIREMENTS

MOTION: Councilmember Anderson moved to adopt the ordinance as presented.
SECOND: Councilmember Beauchamp.
DISCUSSION: Mayor Pro Tem Torelli noted it would be the last meeting with a split visitor section.
VOTE: **The motion passed unanimously (6-0).**
The Deputy City Clerk assigned Ordinance No. 25-6087.

c. Resolution 25-03: Establishing the Governance Coordination Manual

Ms. Erdman provided a staff report for item 5.c.

MOTION: Councilmember Beauchamp moved to adopt the resolution as presented.
SECOND: Councilmember Anderson.
DISCUSSION: None.
VOTE: **The motion passed unanimously (6-0).**
The Deputy City Clerk assigned Resolution No. 25-03.

d. Ordinance 25-6088: Transportation Benefit District Material Change Policy

Mr. Mellotte provided a staff report for item 5.d and responded to Council questions.

Ms. Ralston read the ordinance title into the record:

AN ORDINANCE OF THE CITY OF KENNEWICK, WASHINGTON,
TRANSPORTATION BENEFIT DISTRICT APPROVING A MATERIAL
CHANGE POLICY AS AUTHORIZED BY RCW 36.73.160.

MOTION: Councilmember Anderson moved to adopt the ordinance as presented.
SECOND: Councilmember Beauchamp.
DISCUSSION: None.
VOTE: **The motion passed unanimously (6-0).**
The Deputy City Clerk assigned Ordinance No. 25-6088.

e. Ordinance 25-6089: Relating to Miscellaneous Driving Rules and Amending Section
11.36.030 of the Kennewick Municipal Code

Mr. O'Neill provided a staff report for items 5.e and responded to Council questions.

Ms. Ralston read the ordinance title into the record:

AN ORDINANCE RELATING TO MISCELLANEOUS DRIVING RULES
AND AMENDING SECTION 11.36.030 OF THE KENNEWICK MUNICIPAL
CODE

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

SECOND: Councilmember Millbauer.

DISCUSSION: Councilmember McShane asked clarifying questions which Mr. O'Neill answered.

VOTE: **The motion passed unanimously (6-0).**

The Deputy City Clerk assigned Ordinance No. 25-6089.

6. NEW BUSINESS:

a. Visit Tri-Cities 2024 Annual Report and TPA Reserves Request

Kevin Lewis, President and CEO of Visti Tri-Cities provided a presentation on the 2024 Annual Report, 2025 Work Plan, requested an authorization to release of \$549,500 from the TPA Reserve Account and responded to Council questions.

MOTION: Councilmember Anderson moved to approve the 2025 Work Plan as presented and authorize the release of \$549,500 from the TPA Reserve Account.

SECOND: Councilmember Millbauer.

DISCUSSION: None.

VOTE: **The motion passed unanimously (6-0).**

7. VISITORS:

A citizen expressed thanks to staff for their hard work regarding homeless encampments.

8. COUNCIL COMMENTS/DISCUSSION:

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

9. CONCLUSION: Mayor Pro Tem Torelli concluded the meeting at 7:40 p.m.



Brandi Ralston, CPRO
Deputy City Clerk

At the time of publishing these minutes, the City Council meeting recording is available at:
<https://kennewickwa.new.swagit.com/videos/337837>