

**OPENING OF COUNCIL MEETING**

The Mayor opened the Remote Council meeting at 7:00pm with seven council members present remotely: Michelle Plumb, Mike Schrag, Scott Yaeger, Dennis Chamberlain, Dede Boyer, Mark Weigand and Debbie Chapman. Staff members in attendance remotely were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale and City Police Chief David McCormick. Also present was Katie Teachout from the Adams County Journal. City Attorney John Kragt and City Fire Chief Joel Bell were excused.

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Gary Cook asked if there were any changes to the consent agenda. Council Member Dede Boyer stated she wanted to add an item to the agenda, a Proclamation about the latest ruling of our Governor. Mayor Cook stated that would be put as an additional item on the agenda, under number 4, discussion agenda, that will be item B. Council Member Mike Schrag made a motion to accept the consent agenda with the noted change. Council Member Dennis Chamberlain seconded the motion. Council Member Mark Weigand abstained. Council Member Michelle Plumb opposed. Motion passed 5-1-1.

**ACTION AGENDA**

- A. Accessory Structures Public Hearing, Ord 2149-** Mayor Cook opened the public hearing for Ordinance 2149, an Ordinance of the City of Ritzville, Washington amending chapter 11.95 accessory structures of the Ritzville city code, at 7:02pm. The proposed amendment is to expand on the use of cargo containers in commercial zones and temporary use in residential zones. Council Member Mike Schrag wanted to know if they could be in the residential area for 180 days. Mayor Cook stated that you can have a pod for loading and unloading for up to 60 days. Cargo containers for the temporary location of equipment and/or materials during construction need a building permit for a maximum of up to 6 months. Council Member Michelle Plumb pointed out that there wasn't a time frame listed in section 111.95.040, Conditional Use Permits and that it should say 180 days or temporary use and add the time frame for the pod as well. Mayor Cook asked if anyone from the public had any questions. Hearing no more questions or comments, Mayor Cook closed the public hearing at 7:12pm. Council Member Mark Weigand made a motion to approve Ordinance No. 2149. Council Member Mike Schrag seconded the motion. Council Member Michelle Plumb was opposed. Motion passed 6-1.
- B. Industrial Coatings Payment #5-** Public Works Director Dave Breazeale stated he was a little hesitant about making the payment tonight, but he went up and looked at the float and it looks like it is working, but it is hard to tell with not using much water this time of year. Dave will use a spotting scope in the morning to watch see if it actually moves and is floating level with the tank. Council Member Scott Yaeger stated we are retaining 5% of the total payment at \$22,504.62 and there probably hasn't been substantial completion yet, so before that retainage fee is paid, we need to make sure it is. Council Member Scott Yaeger made a motion to approve the mayor to pay the pay estimate No. 5 to Industrial Coatings Unlimited in the amount of \$1,030. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

**C. Utility Payment Plan, Resolution No. 2020-01-** Clerk-Treasurer Julie Flyckt stated this is the first Resolution of the year and coincides with our efforts to try and get past utility bills current. The first step was to provide the assistance through the Cares money we received by offering the utility assistance program. The second part will be a payment plan with those that are behind. The governor's proclamation, which is currently effective through April 30<sup>th</sup>, restricts us from shutting off water or charge late fees at this time. The payment plan helps us to get in front of those that have outstanding accounts and their payment schedule would not be extended to after June 30<sup>th</sup> of this year. Julie has submitted a question to our city attorney about the proclamation as MRSC noted if you showed an effort to offer assistance programs and payment plans you could go ahead and do shut off notices but all of the information is still pretty vague. Council Member Dennis Chamberlain stated he doesn't feel we should go through with any shut offs, other than voluntary ones, as long as the mandates are in force. Mayor Cook stated that we aren't going to shut off or add any fees to anyone as long as the governor's mandates are in place, this is just one more tool that we will have in place to help people that have gotten behind on their utility bills. Mayor Cook read Resolution No. 2021-01, a Resolution of the City Council of the City of Ritzville authorizing a temporary payment plan for utility customers economically impacted during the Covid-19 outbreak. It authorizes the establishment of a payment plan for utility customers economically impacted during the COVID-19 outbreak as set forth in Exhibit A, unless rescinded sooner or extended by City Council. Exhibit A has the proclamation and Appendix A is the Utility Plan Agreement. Council Member Mike Schrag made a motion adopt Resolution Number 2021-01. Council Member Mark Weigand seconded the motion. Motion passed 7-0.

**D. 2021 Contracts-**

- **Tara Dunford, CPA-** Clerk-Treasurer Julie Flyckt stated this is a contract with Tara for 31 hours or \$4,960. Julie asked Tara to reduce the contract some from the prior year which was a contract around \$6,800 as Tara billed half that amount. This year we have an audit which will cover the last two years. Tara will assist with the state's annual financial report review, assist during the audit and help answer any questions that we have around budget time. Council Member Dennis Chamberlain made a motion to authorize the mayor to sign the contract with Tara Dunford. Council Member Dede Boyer seconded the Motion. Motion passed 7-0.
- **SCJ Alliance-** Clerk-Treasurer Julie Flyckt stated the contract is an amendment of \$10,000 for this year's deliverables. Their work will be to provide hourly consulting services as described in scope of work assisting with general planning, zoning, and updating the city map. Council Member Dede Boyer made a motion to approve the mayor to sign the contract on Amendment No. 2. Council Member Mark Weigand seconded the motion. Motion passed 7-0.
- **Golf Course Manager-** Clerk-Treasurer Julie Flyckt stated the contract is updated yearly and the only change on the contract currently is changing the date from January 1<sup>st</sup>, 2021 and terminating on December 31<sup>st</sup>, 2021. Council Member Mike Schrag stated the finance committee had some concerns about the liability insurance paid by the manager. He currently only has \$500,000 and we feel that he should have a million dollars as the \$500,000 might have been ok several years ago

but not in this day and time. Julie stated she had asked Dan Duff to check with his insurance company to see what the difference would be in raising the amount. Council Member Dennis Chamberlain stated that if we don't need to pass this tonight, he thinks we should wait and see what Dan finds out about the cost first. Mayor Cook called for a consensus from the council to wait until the 19<sup>th</sup> to make a decision on this contract until they can speak to Dan. It was a 7-0 consensus to wait until January 19<sup>th</sup> to make a decision on the contract.

#### DISCUSSION AGENDA

- A. **Robert's Rules of Order Training-** Clerk-Treasurer Julie Flyckt stated there are different options available for training online or in person through Jurassic Parliament, which is the organization MRSC recommended. The mayor and Julie have reviewed the cost for the trainings and suggested the best option right now is to enroll in the Newly Elected Officials course for \$27 each. Julie asked any council member interested in the training to contact her and she will handle the registration and payment.
- B. **Governor's Proclamation (addition to agenda)-** Council Member Dede Boyer stated she read the governor's new proclamation and it appears he is making things even tighter than before. Dede felt it would be beneficial if the mayors from the smaller communities would get together on Zoom or one of the online meeting sites and discuss what is going on. Then maybe get together as a group and go talk to the governor and tell him we need to open up as it is detrimental to all of our towns. Council Member Scott Yaeger stated he looks forward to seeing how the new divided regions work out. A lot of this has been designed and is subject to the Department of Health according to the mayor. Council Members Dennis Chamberlain and Mark Weigand feel that a letter may be in order and wouldn't hurt to send to the governor. Council Member Michelle Plumb stated that in City of Mossy Rock's minutes from when they issued their proclamation, it stated that this offers no protection for businesses. So, any business that opens in defiance of the current governor's proclamation are still going to be fined accordingly. Mayor Cook stated he will do three things; he will research this issue with some other mayors and see if there is some strength in numbers. Secondly, he will draft a letter to send that will go to them and he will use the newspaper to make this a high-profile effort for the community.

**CORRESPONDENCE-**No correspondence.

#### MAYOR UPDATES

- A. **Planning Historic Commission Appointment-** Mayor Cook requested appointing Jeff Kissler to the Planning Historic Commission. Council Member Mike Schrag made a motion to appoint Jeff Kissler to the Planning Historic Commission. Council Member Dennis Chamberlain seconded it. Motion passed 7-0.
- B. **2021 Committees-** The Mayor asked for any requests to make any changes to the committees and with no requests, the committees will remain the same for 2021.
- C. **SWAC Representative-** Mayor stated the city received an email from Jennifer at Public Works about the appointed city representative to the SWAC, which expired on December 31<sup>st</sup>. They want someone that will serve at least a year. Scott stated Mayor

Cook is the committee member, and he is the alternate in case the mayor can't make it. They are quarterly meetings, where they talk about rates, what the county charges which effects the communities, what kind of recycling is going on, what the cost is to run the transfer station, etc. Council Member Mark Weigand made a motion to appoint Dennis Chamberlain as the SWAC City Committee Representative and Scott Yaeger the alternate. Council Member Dede Boyer seconded it. Council Members Dennis Chamberlain and Scott Yaeger abstained. Motion passed 5-2-0.

#### DEPARTMENT UPDATES


- A. **Public Works-** Public Works Director Dave Breazeale reported they are working on maintenance, and got the Wayfinding completed on our end. He is working with Elaina Hennings on a beautification design proposal for the Welcome to Ritzville sign up on Division and Weber where the on/off ramp is located. Dave is also researching lights for the walking path on Weber Road.
- B. **Police-** Police Chief Dave McCormick stated the first four days of 2021 were an extension of 2020 for them as they have dealt with some complicated situations and he spoke to the mayor yesterday and informed him of those. There have been some thefts off of porches, vehicle prowling which mostly is occurring with unlocked vehicles, and had a couple burglaries but nothing of huge value taken.
- C. **Clerk-Treasurer-** Clerk-Treasurer Julie Flyckt stated the on boarding process with invoice cloud will start on Thursday and the last week of January will be the implementation of the UB2 utility program. Right now, staff is closing out the end of the year and starting to work on the financial annual report process.

#### COMMITTEE UPDATES

- A. **Public Development Authority-** Dennis Chamberlain reported that Kris Robbins was appointed to the PDA and they still need additional board members. They are moving forward with the second floor of the building and working on the Ag Discovery Center grounds.

**PUBLIC REQUESTS AND COMMENTS-** No comments.

**ADJOURNMENT-**With no further comments or business to come before the council, Mayor Gary Cook adjourned the remote meeting at 8:38pm.

  
Michelle Asmussen, Deputy Clerk Treasurer II