

CITY OF RITZVILLE
CITY COUNCIL AGENDA
February 3, 2026

1. CALL COUNCIL TO ORDER 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF THE CONSENT AGENDA
4. PUBLIC REQUESTS AND COMMENTS
5. ACTION AGENDA
 - A. Public Works Street Signs-Newman Signs
 - B. Periodic Update Contract-SCJ Alliance
 - C. Heart & Soul Program Letter of Support
 - D. 2026 Golf Course Restaurant Lease
 - E. Mosquito Board Appointment-Dustin Killian
6. DISCUSSION AGENDA
 - A. Innovia Community Grant Application
7. CORRESPONDENCE
 - A.
8. REPORTS
 - A. Mayor
 - B. City Council Committees
 - C. City Attorney
 - D. Public Works
 - E. Police
 - F. Fire
 - G. Clerk-Treasurer
 - H. Community Development
9. ADJOURNMENT

CONSENT AGENDA

- Acceptance of the Agenda
- Minutes:
January 6, 2025
- Approval of Payables:
\$128,371.63
- Approval of Payroll:
2025 Correction: \$3,894.16
January Pay: \$127,447.25
Total Payroll: \$131,341.41

COUNCIL COMMITTEES

- License, Rules and Permits
- Finance and Employee Benefits
- Health and Wellness
- Public Safety
- Public Works
- Parks and Recreation
- Personnel Committee

Call Information

1-253-215-8782 United States Toll

Meeting ID: 273 377 5980

Passcode: 1930

View Meeting Online:

<https://us02web.zoom.us/j/2733775980?pwd=SU14WTVqdGJpYnVMMeEYzV1pJOEFOQT09&omn=86967708426>

OPENING OF COUNCIL MEETING

Mayor Yaeger opened the remote and in person council meeting at 7:00pm. The council members present were Eric Ottmar, Dennis Chamberlain, Jen Verhey, Jessica Quinn, Brooke Scheel, Ky Beck-Gmeiner, and Mike Schrag. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Public Works Director Dave Breazeale, City Attorney John Kragt, Chief of Police Mike Suniga, and Community Development Director Tom Reese. City Fire Chief Joel Bell and Deputy Clerk Treasurer II Michelle Asmussen were excused. Also present were Linda Schrag, Brian Bothun, Rick from the Cheney Free Press, and Rod Larse.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag made a motion to accept the consent agenda as presented for January 6, 2026, with payables in the amount of \$363,629.34 and Payroll in the amount of \$88,103.53. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

OATH OF OFFICE

- A. Council Ward 3-Ky Beck-Gmeiner-Clerk-Treasurer Julie Flyckt swore Beck-Gmeiner in on January 5th.

PUBLIC REQUESTS AND COMMENTS-Mayor Yaeger asked if there was anyone from the public who would like to comment. With no comments, he moved on.

ACTION AGENDA

- A. Establishing Fund 104 Transportation Benefit District-Council Member Jessica Quinn motioned to approve Ordinance No. 2206 establishing fund no. 104 Transportation Benefit District. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. **Tree Board Report**-Council Member and Tree Board Chair Mike Schrag presented the Tree Board's activities and achievements, highlighting their dedication and impact on the community. The city has had the Tree City USA classification for 16 years. Council Member Dennis Chamberlain and Tree Board member Dennis Chamberlain reported in 2025 there were 717.75 hours of volunteer time, which equates to \$24,970 in-kind volunteer contributions. In 2025, the board and volunteers planted 20 trees along 1st Avenue and established a tree nursery with 25 tree starts from DNR that will go along the walking path behind the fairgrounds. DNR representative Mike Sandborn and retired professional gardener and board member Jim Thomas showed 13 youth from the High School horticultural class proper pruning. The Tree Board is also coordinating the DNR urban and community forestry projects grant, worth \$348,000. Council Member and Tree Board member Brooke Scheel is working with Community Development Director Tom Reese to finish edits on the scope of work and budget, which will be sent back to DNR. Lastly, the Tree Board presented a draft donation and memorial policy for the City Council to review. The policy provides guidance on the types of donations such as monetary gifts, physical items/in-kind gifts, memorial donations, and

beautification/park amenities. It also provides process for donating, recognition maintenance, and record keeping. They will also put together an aesthetic book for the city to show the type of downtown and park benches and other items that memorial plaques can be placed on them. This will be done in coordination with the Park Plan that is being developed. In 2026, they will plant the trees and shrubs from the nursery, Arbor Day activities, relocate plants in front of the Plowboy statue, and finish the 1st Avenue Tree project.

CORRESPONDENCE-There was no correspondence.

MAYOR UPDATES-Mayor Scott Yaeger presented updated committee assignments for the new year, and the council discussed holding quarterly workshops on Fridays at 1pm on February 20th, May 29th, and August 14th. The October 23rd meeting will be the budget workshop set from 9am-3pm. Council Member Dennis Chamberlain motioned to appoint Council Member Jen Verhey Mayor Pro Tem. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

COUNCIL COMMITTEE UPDATES:

- **Licenses, Rules and Permits**-No report but planning a meeting soon.
- **Finance and Employee Benefits**-No report.
- **Health and Wellness**-Setting up a meeting in January.
- **Public Safety**-No report and meeting in February.
- **Public Works**-No report.
- **Parks and Recreation**-No report but they are working on reviewing the clubhouse restaurant lease. Mayor Yaeger will send the edited lease to the committee and then set up a meeting.
- **Personnel Committee**-Mayor Yaeger stated the committee needs to meet and review the draft Police Sargent job description. The mayor will send out a meeting invite.

DEPARTMENT UPDATES

- A. **City Attorney**-Attorney John Kragt excused.
- B. **Public Works**-Director Dave Breazeale reported getting ready to pour concrete for the kiosk near Circle K, Christmas decorations have come down, and he is researching equipment that is in the budget to purchase.
- C. **Police Department**-Chief of Police Mike Suniga reported the new officer Chris Wardlaw started on the 2nd and is going through officer training. They received the new patrol car and working on purchasing the upgraded equipment are per the budget.
- D. **Fire**-Chief Joel Bell was excused.
- E. **Clerk/Treasurer**-Clerk-Treasurer Julie Flyckt reported the Visitor Impact Grant Award notification and agreements were sent to awardees. The Chamber of Commerce award was modified with the requirement to provide quarterly reports to council and Ritzville United is required to submit a detailed 4th of July event plan before that award is approved. The 2023 audit exit interview is scheduled for Friday, January 9th at 1pm. The 2024 audit is underway and Flyckt is working on responding to auditor requests for the single federal, financial and accountability audits. Mayor Yaeger is reviewing the procurement policy update after Flyckt made the suggested auditor changes.

F. Community Development-Community Development Director Tom Reese is working on the SS4A grant and will connect with Council Member Eric Ottmar to give him an update on the project. Reese is also working with SCJ Alliance on their periodic update agreement and updating maps. There will be one last mailing for the income survey for residents who have not responded to the first mailing or door to door effort. There will be a Heart and Soul memorandum of understanding for the council to review at a future meeting. Reese is researching and reviewing grant opportunities. He is also processing new annexation and development inquiries and working on the Grainery District Developer agreement. Council Member Brooke Scheel asked to recoup administrative costs on the grants or do a de minimis rate. Council Member Jessica Quinn asked for the status on the Traffic Impact Fee (TIF) and Reese stated it will be in front of council at their next meeting.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 7:43pm.

Julie Flyckt, Clerk-Treasurer



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

****Prices on Quotes are guaranteed for 30 Days****

Quote #: TRFQTE089994

Quote Date: 1/21/2026

Customer Number: RIT-03-003

Ship Via: DELIVERY

Sales Rep: Danita Paul

FOB: DESTINATION

Payment Terms: Net 30

Bill To:
RITZVILLE, CITY OF
216 E MAIN AVE
RITZVILLE WA, 99169

Ship To:
RITZVILLE, CITY OF
216 E MAIN AVE
RITZVILLE WA, 99169

Header Note: THANK YOU DAVE- DANI

SEQ	Item Number/Cost Code/Description/Note	Quantity	Unit Price	Extended Price
1	SPECIALTRAFFIC T-DP018006D 4Z3A 18X6-DF-.125 GA-NO PUNCH/.75" RADIUS-HIP-W/BL-W/ .5" BORDER-3"/2" HWY GOTHIC **SEE ATT FOR LAYOUTS AND PUNCH SPEC**	114.00	25.81	2,942.34
2	SPECIALTRAFFIC T-DP024006D 4Z3A 24X6-DF-.125 GA-NO PUNCH/.75" RADIUS-HIP-W/BL-W/ .5" BORDER-3"/2" HWY GOTHIC **SEE ATT**	65.00	28.99	1,884.35
3	SPECIALTRAFFIC T-DP030006D 4Z3A 30X6-DF-.125 GA-NO PUNCH/.75" RADIUS-HIP-W/BL-W/ .5" BORDER-3"/2" HWY GOTHIC **SEE ATT**	123.00	32.19	3,959.37
4	SPECIALTRAFFIC T-DP036006D 4Z3A 36X6-DF-.125 GA-NO PUNCH/.75" RADIUS-HIP-W/BL-W/ .5" BORDER-3"/2" HWY GOTHIC **SEE ATT**	36.00	35.40	1,274.40
Subtotal:				10,060.46
Tax:				804.85
Total:				\$10,865.31

1/21/2026 1:50:57 PM



QUOTATION

Newman Signs Inc.
PO Box 1728
Jamestown, ND 58402
Phone: 800-437-9770

****Prices on Quotes are guaranteed for 30 Days****

Quote #: TRFQTE089994

Quote Date: 1/21/2026

Customer Number: RIT-03-003

Ship Via: DELIVERY

Sales Rep: Danita Paul

FOB: DESTINATION

Payment Terms: Net 30

Bill To:

RITZVILLE, CITY OF
216 E MAIN AVE
RITZVILLE WA, 99169

Ship To:

RITZVILLE, CITY OF
216 E MAIN AVE
RITZVILLE WA, 99169

Header Note: THANK YOU DAVE- DANI

Total subject to any applicable tax and freight charges. Additional freight charges for residential delivery, inside delivery, liftgate delivery, limited access delivery, or other charges incurred will be invoiced to the customer.

1/21/2026 1:50:57 PM



PROOF

Line 3 (123)

ARTWORK APPROVAL NEEDED

Please check over this proof very carefully for errors including spelling. By signing below, you assume all responsibility for measurement and typographical errors. All colors are a simulation for placement only and may not match printed colors exactly. Artwork created by Newman Signs is the sole property of Newman Signs. Any reproduction of elements contained within this artwork is strictly prohibited.

IMPORTANT: Your jobs will remain on HOLD until this proof is signed and returned.

Line 4 (36)



Customer Approval

- Approved As-Is
- Approved with Noted Changes
- Need New Proof

DATE: 1-21-26
 DESIGNER: CK JF
 SAVED AS: WA-RITZVILLE-E BROADWAY AVE-30-366
 COLOR: WHITE ON BLUE
 SALES REP: DANI



**SHEA, CARR & JEWELL, INC.
AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement for Professional Services (or this “Agreement”) is dated October 27, 2025, and is made and entered into by and between:

Firm: Shea, Carr & Jewell, Inc. (dba SCJ Alliance) (“SCJ”)
Address: 8730 Tallon Lane NE, Suite 200, Lacey, WA 98516
Telephone: 360-352-1465
Fax: 360-352-1509

and

Client: City of Ritzville (“Client”)
Address: 216 E Main Ave, Ritzville, WA 99169
Telephone: 509-659-1930
Email: julie.flyckt@ritzville-wa.us

Section 1 – The Project. SCJ shall perform all services, as described in Section 2 below, for the following project:

- a. **Project Name:** Ritzville 2027 Periodic Update (the “Project”)
- b. **Project Number:** SCJ# 25-000639
- c. **Project Location:** Ritzville, WA

d. Project Timeline: SCJ shall perform its services as expeditiously as is consistent with the professional skill and care and the orderly progress of the Project. If SCJ is delayed in meeting this projected timeline due to causes beyond its control (including, but not limited to, war, riot, civil disorder, fire, labor trouble, strikes, accidents, energy failure, equipment breakdown, delays of suppliers, printers, or carriers, action of government or civil authority, or acts of God), then the projected timeline shall be extended accordingly.

Section 2 – Scope of Work. SCJ shall perform the services (the “Work”) described in Attachment A:

Section 3 – Compensation to SCJ. SCJ shall perform the Work for Client for the following compensation:

Budget Summary	Fee Amount	Fee Basis
YEAR 1		
D1: Periodic Update Work Plan & Public Engagement Plan	\$ 2,000	Lump Sum
D2: Periodic Update Checklist for Partially Planning	\$ 1,000	Lump Sum
D3: Critical Areas Checklist	\$ 3,000	Lump Sum
D4: Draft STEP Ordinance	\$ 2,000	Lump Sum
D5: Natural Resource Land Designations Ordinance / Other Ordinances	\$ 2,000	Lump Sum
YEAR 1 TOTAL:	\$10,000	
YEAR 2		
D6: Public Engagement Summary	\$ 3,000	Lump Sum
D7: Draft Critical Areas Ordinance	\$ 3,000	Lump Sum



D8: Draft Organic Materials Management Facilities Analysis	\$ 1,500	Lump Sum
D9: SEPA Checklist	\$ 2,500	Lump Sum
YEAR 2 TOTAL:	\$10,000	
TOTAL MAXIMUM FEE:	\$20,000	

Time and Materials. When the basis of SCJ's compensation is time and materials, Client will pay SCJ for the time SCJ spends and all the expenses SCJ incurs (see expenses addressed below) in performing the Work, pursuant to the Billing Rate Schedule shown in Attachment B. SCJ may change its billing rates and/or the reimbursement rate for the expenses it incurs from time to time due to market conditions with prior notice to Client. If SCJ changes any of its billing rates and/or reimbursement rates for its expenses, SCJ shall promptly provide a copy of its revised Billing Rate Schedule to Client.

Changes in billing rates and/or reimbursement rates for expenses is not a basis for increasing the Total Maximum Fee shown above.

Lump Sum: When the basis of SCJ's compensation is a lump sum, Client will pay SCJ on a percent-complete basis of the Total Maximum Fee for the Work described in Section 2 of this Agreement. SCJ will be compensated in full upon completion of the Work. Any out-of-scope or extra services requested by the Client will be paid to SCJ on a time and materials basis in accordance with the provisions described above under Time and Materials.

Retainers. Client will pay a retainer to SCJ for the services in the amount of \$NA. This fee shall be payable in advance upon contract signing. The retainer will not be applied to invoices until a history of timely invoice payment has been established and will not be completely released until the final project invoice. The specific retainer application schedule will be project specific and will be established by mutual agreement between the Client and SCJ.

Expenses: Expenses will include, but not be limited to, the following: transportation costs, including mileage; meals and lodging; laboratory tests and analyses; computer services; word processing services; telephone, printing, binding, and reproduction charges; all costs associated with outside consultants and other outside services and facilities; and other similar costs. Expenses which SCJ incurs on Client's behalf for outside consultants and other outside services or facilities shall include a 10% markup to compensate SCJ for its activities related to these expenses, such as: excise tax, liability insurance, profit, and additional administrative overhead.

Non-Appropriation of Funds: If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the Town will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period, and this Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the Town in the event this provision applies.

Section 4 – Billing and Payment: SCJ will provide Client with an invoice once per month for Work on the Project during the prior month. Client agrees to pay SCJ within 30 days of receiving SCJ's invoice, after which date, if the invoice has not been paid in full, Client's account will become delinquent. Client is deemed to have received an invoice on the date of the email or three days after SCJ mailed it to Client at its address provided in this Agreement, postage prepaid. If Client's account becomes delinquent at any time, the following shall apply:

- SCJ may, in its sole discretion, cease all Work on the Project and retain all records and work product in its possession related to the Project until such time as Client's account is brought current; and/or
- SCJ will assess interest at the rate of 1.5 percent per month against any delinquent invoice balance, unless such rate of interest exceeds the legal limit, in which case interest will be assessed against the delinquent invoice balance at the highest legal rate.



Section 5 – Standard of Care; No Warranties: SCJ will perform the Work consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances at the time the Work is performed. SCJ does not make or intend to make any warranty, expressed or implied, by performing any of the Work.

Section 6 – No Third-Party Beneficiaries: The parties do not intend, and no such intent shall be inferred, that SCJ assumes a direct obligation to any third party by entering into this Agreement.

Section 7 – Notice to Cure a Default: If SCJ materially breaches a provision of this Agreement, SCJ may be deemed in default. If SCJ fails within five (5) business days after written notification to commence and continue satisfactory correction of such default with diligence and promptness, then Client shall give SCJ a second written notice of termination within three (3) business days following the end of the five (5) day period.

Section 8 – Termination by Client:

Client may terminate this Agreement as provided in Section 7 in addition to any other remedy provided by this Agreement. If Client's costs arising out of SCJ's failure to cure the default, including the cost of completing the Work, exceed the unpaid Compensation to SCJ, SCJ shall be liable to the Client for such excess costs as limited by Section 10 below. If Client's costs are less than the unpaid Compensation to SCJ, Client shall pay the difference to SCJ. In the event Client exercises its rights under this Section 8, Client shall furnish to SCJ a detailed accounting of the costs incurred by Client.

Client may terminate this Agreement for its own convenience upon fourteen (14) days written notice to SCJ. Upon any termination for convenience, Client shall pay SCJ for all sums due through the effective date of the termination including, but not limited to, the amounts provided in Section 3 above and any expected profits.

If Client terminates this Agreement, with or without cause, before SCJ completes all of the Work, SCJ shall have the right to complete such services, analysis, and records, within its sole discretion, as are necessary to place SCJ's files in order and to complete a report on the services performed pursuant to this Agreement ("Project Closeout"). The time expended and expenses incurred by SCJ in carrying out the Project Closeout shall be billed to Client in addition to all time expended and expenses incurred by SCJ up to the date of termination.

Section 9 – Termination by SCJ:

SCJ may terminate this Agreement upon five (5) days written notice of the following:

- Client fails to pay SCJ in accordance with this Agreement.
- Client otherwise materially breaches this Agreement.

Upon termination by SCJ pursuant to this Agreement, SCJ shall be entitled to recover from Client payment for all sums due through the date of termination and for any proven loss, cost, or expense including, but not limited to, the amounts owing from Section 3 above, expected profits, and Project Closeout.

Section 10 – Limitation of Liability: The parties agree that the liability of SCJ (which includes SCJ's shareholders, directors, officers, employees, and agents) to Client for any loss or damage (whether damage or destruction of property or personal injury or death) related in any way to SCJ's performance or nonperformance under this Agreement shall be limited to the total Compensation in Section 3 above or one hundred thousand dollars (\$100,000), whichever is greater. IN NO EVENT SHALL SCJ BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, LOST PROFITS OR LIFE EXPECTANCY DAMAGES ARISING OUT OF THIS AGREEMENT.

Section 11 – Indemnification:



SCJ shall indemnify and hold Client harmless from all claims, demands or lawsuits at law or equity for personal injury or property damage (“Claim”) arising in whole or in part from the negligence of SCJ or SCJ’s agents, employees, or subconsultants; provided that nothing herein shall require SCJ to indemnify and hold harmless Client from Claims based solely upon the negligence of Client, its agents, officers or employees.

Client shall indemnify and hold harmless SCJ, its officers, directors, shareholders, and employees, from all claims, demands, or lawsuits at law or equity for personal injury or property damage (“Claim”) arising in whole or in part from the negligence of Client or Client’s agents, employees, contractors, or subcontractors; providing that nothing herein shall require Client to indemnify and hold harmless SCJ from Claims based solely upon the negligence of SCJ, its agents, officers, or employees.

The indemnifications are valid and enforceable only to the extent of the indemnitor’s negligence where the damages are caused by or result from the concurrent negligence of (i) SCJ or its officers, employees, and agents, and (ii) Client or its officers, employees, and agents.

Washington State Industrial Insurance Act: Both SCJ and Client expressly waive any immunity, from claims against each other, provided by the Washington State Industrial Insurance Act (RCW 51) or similar law of the state of the Project’s location. The provisions of this section shall not be limited in any way by any limitation on benefits payable to or for any third party under any State’s Workers’ Compensation Act. This waiver is not intended to waive and does not waive SCJ’s design professional immunity from claims by an injured worker or beneficiary provided by RCW 51.24.035 or similar law of the state of the Project’s location.

Voluntary Waiver: Both SCJ and Client acknowledge that they have mutually negotiated this waiver of immunity.

Initial here for Voluntary Waiver	
SCJ _____	Initial here
Client _____	

Section 12 – Concurrent Work: This Agreement shall not limit, in any way, other work SCJ may undertake for any other client.

Section 13 – Insurance: SCJ shall obtain and keep in force during the terms of this Agreement insurance coverage as follows: (a) Workers’ Compensation, as required by applicable statute; (b) Comprehensive General Liability, \$2 million per occurrence and \$4 million in the aggregate; (c) Automobile, \$1 million combined single limit; and (d) Professional Liability, \$1 million per claim and \$2 million in the aggregate.

SCJ will provide Client with thirty (30) day notice prior to cancelling any of the aforementioned policies.

Section 14 – Dispute Resolution, Jurisdiction, Venue, Attorney Fees, and Applicable Law:

Mediation: In the event that any dispute arises between the parties related to this Agreement, the parties agree to submit the dispute to non-binding mediation upon either party providing the other with written notice describing the dispute in detail. The parties shall cooperate in selecting the mediator, and the mediation shall occur within 30 days of a party providing written notice to the other party of the dispute. The mediation shall take place in Tacoma, Washington or, if the Project is located outside of the State of Washington, at a location as near the Project as is reasonably available.

Arbitration: Except as provided below in **Fee Disputes**, if mediation does not resolve the dispute, such dispute shall be decided by final and binding arbitration in accordance with the Construction Industry Rules of the American Arbitration Association, unless the parties mutually agree otherwise. The parties agree to be bound by the findings and award of such arbitration finally and without recourse to any court of law other than for the enforcement of the arbitrator’s decision. As between the parties to this Agreement, the prevailing party in any arbitration shall be entitled to an award of its attorneys’ fees, costs and expert fees incurred and the parties expressly grant the arbitrator the authority to award attorneys’ fees and costs. The site of any arbitration arising out of or related to this



Agreement shall be Tacoma, Washington or, if the Project is located outside of the State of Washington, at a location as near the Project as is reasonably available.

Fee Disputes: Following **Mediation**, any dispute involving only Client's failure to pay SCJ pursuant to this Agreement for SCJ's performance of the Work, may be resolved by commencing a lawsuit in court. Venue for the lawsuit shall be Pierce County, Washington or, if the Project is located outside of the State of Washington, at a location as near the Project as is reasonably available. The prevailing party in any such lawsuit shall be entitled to recover its reasonable costs and attorney fees.

Applicable Law: This Agreement shall be governed by the laws of the state of the Project's location.

Section 15 – Ownership of Work Product and Confidentiality: All reports, plans, specifications, field data, notes and other documents, including all documents on electronic media, which SCJ prepares in connection with the Project (which information is collectively referred to herein as "SCJ's Work Product") are instruments of SCJ's service and shall remain the sole property of SCJ, unless agreed otherwise in writing. Client shall not reuse or modify SCJ's Work Product, without SCJ's prior written authorization, which authorization SCJ may not unreasonably withhold. Any unauthorized use of the SCJ's Work Product shall be at the Client's sole risk and without liability to SCJ and the Client agrees to defend, indemnify and hold harmless SCJ for all claims and liability resulting from such unauthorized use.

Client shall maintain the confidentiality of information specifically designated as confidential by SCJ, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent the Client from establishing a claim or defense in an adjudicatory proceeding. Only information designated as confidential by SCJ shall be deemed confidential as provided by this paragraph.

Section 16 – Electronic Files and Data: Subject to Section 15 above, if requested, SCJ will provide electronic files to Client for its use and reference in connection with the Project. Client acknowledges and agrees that it shall be solely responsible for inspecting and testing any such electronic files before accessing or using them to verify they are free from bugs, viruses, or other destructive or harmful programs (referred to collectively herein as "Viruses"). Further, SCJ does not make or intend to make any warranty, expressed or implied, that any electronic file it provides to Client will be free from Viruses. Therefore, Client waives any claim it may have against SCJ which waiver includes all measures of damages, including, but not limited to, general, special, direct, indirect, consequential (including loss of profits and/or business), exemplary, statutory, and punitive damages) because any electronic files SCJ provides to client contain any Viruses.

All deliverables provided to Client for the Work shall be hard copies unless otherwise stated in Attachment B. If requested, SCJ may provide electronic files to Client; however, Client acknowledges and agrees that it shall be solely responsible for verifying consistency between electronic files and hard copy deliverables. In the event of any inconsistency between hard copy deliverables and electronic files, the hard copy deliverable shall govern.

Section 17 – Notices: Any written notice provided by one of the parties to the other in connection with this Agreement shall be received when personally delivered, when received by email, or on the third day following mailing by USPS, postage prepaid, to:

SCJ: SCJ Alliance
Attn: Aren Murcar, AICP
8730 Tallon Lane NE
Suite 200
Lacey, WA 98516
Email: aren.murcar@scjalliance.com

Client: City of Ritzville
Attn: Julie Flyckt
216 E Main Ave
Ritzville, WA 99169
Email: julie.flyckt@ritzville-wa.us



Section 18 – Survival and Severability: The terms and conditions of this Agreement shall survive the completion of the Work and the termination of this Agreement, whether for cause or for convenience. If any term or condition of this Agreement is ever held to be unenforceable, all remaining terms and conditions shall continue in full force and effect.

Section 19 – Modifications: This Agreement represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. Except as provided in Section 3 above regarding the periodic adjustment of SCJ’s billing rates and/or reimbursement rate of expense, this Agreement may only be amended, modified, or added to by written instrument properly signed by both parties. The parties acknowledge the general contract rule that a clause in a contract, such as this one, prohibiting oral modifications is itself generally subject to oral modification. However, in order to ensure certainty as to the terms and conditions of this Agreement, the parties waive this general contract rule.

Section 20 – Assignment: Neither party may assign all or a portion of its rights under this Agreement or delegate all or a portion of its obligations under this Agreement without the express written consent of the other party.

Section 21 – Independent Review: The parties acknowledge that they have read this Agreement and fully understand its terms. The parties further acknowledge that the terms of this Agreement have been mutually negotiated at arms-length. The parties waive the general rule of construction, therefore, that an agreement shall be construed against its drafter.

Section 22 – Acceptance and Authorization to Proceed: By signing this Agreement, Client agrees that the terms and conditions of this Agreement are acceptable and approved. If Client is a legal entity (e.g., a corporation, partnership, or limited liability company), then the person who signs on behalf of Client certifies that he or she has the authority to bind Client to the terms and conditions of this Agreement. If Client is a legal entity and it claims at any time that the person who signed this Agreement lacked the authority to do so, SCJ may name such person, in addition to Client, in any lawsuit or arbitration which arises relating to this Agreement and seek to hold such person liable, along with Client, in such proceeding. Upon SCJ’s receipt of this fully executed Agreement, SCJ shall have authority to commence the Work.

Section 23 – Attachments. The following attachments are hereby made a part of this Agreement.

- Attachment A – Scope of Work & Budget

SCJ:

CLIENT:

SCJ Alliance

City of Ritzville

By: _____

By: _____

Sign here

_____ (Print name)

_____ (Print name)

_____ (Title)

_____ (Title)

_____ (Date)

_____ (Date)

Invoicing Mailing Address (if different from Page 1):



Primary Invoicing Email Address
(if different from Page 1):

Secondary Invoicing Email Address(es):

City of Ritzville, WA				
2027 Periodic Update Grant Application				
Scope & Budget – (2 Years)				
<u>YEAR 1</u>		<u>%</u>	<u>Budget</u>	<u>Due</u>
Deliverable 1:	Periodic update work plan & public engagement plan	20%	\$2,000	3/31/26
Task 1.1	Develop Work Plan			
Deliverable 2:	Periodic Update Checklist for Partially-Planning	10%	\$1,000	3/31/26
Task 2.1	Complete Commerce Checklist			
Deliverable 3:	Critical Areas Checklist	30%	\$3,000	3/31/26
Task 3.1	Complete Commerce Checklist			
Deliverable 4:	Draft STEP Ordinance	20%	\$2,000	6/12/26
Task 4.1	Develop STEP Housing Polices			
Deliverable 5:	Natural Resource Land Designations Ordinance/Other Ordinances	20%	\$2,000	6/12/26
Task 5.1	Analyze and update any changes to natural resource lands or shorelines			
Year 1 Total		100%	\$10,000	
<u>YEAR 2</u>		<u>%</u>	<u>Budget</u>	<u>Due</u>
Deliverable 6:	Public Engagement Summary	30%	\$3,000	3/31/27
Task 6.1	Public Engagement			
Deliverable 7:	Draft Critical Areas Ordinance	30%	\$3,000	6/11/27
Task 7.1	Develop Draft Critical Areas Ordinance			
Deliverable 8:	Draft Organic Materials Management Facilities siting	15%	\$1,500	12/31/26
Task 8.1	Organic Materials Management Facilities analysis			
Deliverable 9:	SEPA Checklist	25%	\$2,500	3/31/27
Task 9.1	SEPA Analysis			
Year 2 Total		100%	\$10,000	
Years 1 & 2		Total	\$20,000	



January 6, 2025

Memorandum of Support

Innovia – Ritzville Community Heart & Soul Project

To: Innovia Foundation

From: City of Ritzville, Washington

Subject: City Support for the Ritzville Community Heart & Soul Project

The City of Ritzville is pleased to express its support for participation in the Community Heart & Soul program facilitated by Innovia.

The City recognizes Community Heart & Soul as a resident-driven process that engages community members in identifying what they value most about Ritzville, the future they want to see, and the actions needed to achieve it. This approach aligns well with the City's commitment to inclusive engagement, long-range planning, and community-centered decision-making.

The guiding principles of the Community Heart & Soul framework—Involve Everyone, Focus on What Matters, and Play the Long Game—mirror the values of the City Council and City leadership as Ritzville continues to implement its recently updated Comprehensive Plan and explore future sub-area planning efforts, including downtown and emerging growth areas.

To support this effort, the City of Ritzville commits to the following:

- Participation in the Community Heart & Soul Core Workgroup
- Providing staff support and professional expertise, as available
- Serving as the project's financial agent, if needed
- Assisting with public outreach and information sharing through the City's website, social media platforms, and other communication channels

The City views this project as an important opportunity to strengthen community identity, expand civic participation, and help guide Ritzville's long-term vision in a manner that reflects resident priorities.

Sincerely,

Scott Yaeger, Mayor

Date

Julie Flyct, City Clerk and Treasurer

Date

Tom Reese, Community Development Director

Date

CITY OF RITZVILLE

Lease for City Golf Course Clubhouse and Restaurant

THIS AGREEMENT, made and entered into by and between the CITY OF RITZVILLE, a municipal corporation, hereinafter referred to as *City*, and Porky's Clubhouse Grill, as *Lessee*.

The parties, in consideration of the mutual covenants and agreements herein contained, agree as follows:

The *City* authorizes the *Lessee* to occupy the restaurant area (first floor except the golf course managers office and concession area) and a portion of the basement for food storage within the Golf Course Clubhouse for the purpose of carrying out the duties of this position and to operate their own business and restaurant. No other use of the clubhouse shall be allowed without the consent of the *City*. The clubhouse is located upon the following described premises, to-wit:

Commencing at the most Northeasterly corner of Lot Three (3), Block 22 of Adams County Land Company's Addition to the City of Ritzville, thence Southwesterly along 10th Street, a distance of 25 feet to the point of beginning; thence Southwesterly along 10th Street a distance of 50 feet; thence at right angles, Northeasterly a distance of 150 feet to the point of the beginning; it being a rectangular piece of property 50 feet by 150 feet located in the above block.

1. RENT: The *Lessee* is to pay a monthly rental fee for ~~March-April 2025-2026~~ through ~~December-October 2025-2026~~ in the amount of ~~Three-hundred Seventy-Five~~ Five hundred Thirty Five dollars (~~\$375.00~~)-~~\$535~~ to be paid to the City by the 10th day of each month. Said Rental shall be for the use of the golf course clubhouse, as noted above, which shall be due to the city on the last day of the month. This amount shall cover the restaurant's share of the cost of the shared utilities except for personal telephone. The *Lessee* shall keep the facility clean and perform and pay for minor repairs and pay for maintenance associated with their business. Major repairs and improvements may be paid for by the *City*, only with prior authorization by the *City*. Rental payment past due more than ten (10) days shall constitute a breach of contract as outlined in section 11.

2. TERM: The term of this Lease shall commence of the 1st day of ~~March-April 2025~~ 2026 and shall continue through ~~December-October 2025-2026~~

3. USE: The *Lessee* shall provide, at the minimum, snack food, beverages, and related products on the City's Golf Clubhouse property with the obligation upon the *Lessee* to maintain a proper stock to adequately serve the users of the golf course. The *Lessee* shall be allowed to provide, short order type restaurant facilities, and sundries. *Lessee* agrees to timely police, pick up, empty the trash, and maintain in a neat and orderly manner all areas of the Golf Course Clubhouse including the bathrooms. The Golf Course Clubhouse shall be open for the benefit of users of the golf course no later than 8:00 A.M. and shall close no earlier than one hour prior to dusk during the golfing season. Golf season shall be considered April 1 through October 31. ~~During the non-golf season months (November-March), the Lessee may set their own opening and closing schedule (days and hours).~~

4. LICENSES: *Lessee* shall maintain a Washington State License to serve beer, wine, and spirits. Any permits, fees or licenses associated with providing any services or products to the general public or users of the golf course shall be the sole responsibility of the *Lessee*. The *Lessee* shall maintain the necessary health and food handler permits, required by Adams County Health Department to operate a restaurant.

5. CONCESSIONS: In coordination with the Golf Course Clubhouse, the *Lessee* shall have the right to cater banquets and assist groups to use the banquet facilities. The *Lessee* shall be required to provide at his/hers own expense, facility supplies, any non-City owned equipment needed, food, and beverages for the users of the clubhouse and municipal golf course, sufficient to provide the needs of said golfers, agreeing also to indemnify and hold harmless the *City* against any creditors of the *Lessee*. The *City* shall in no way be considered a partner or joint venture or in any way connected with the business of the said *Lessee*. The *Lessee* shall coordinate with the Golf Course Manager to avoid facility use conflict.

6. GREENS FEES and BACKGROUND CHECK: *Lessee* will complete a background check if the *City* requires one, and said background check will be at the *City*'s cost and agrees that he/she will collect all dues and greens fees throughout the entire golf season year in a diligent manner for and at the direction of the *Manager* and in coordination with the *City*. The said greens fees shall be turned over to the *City* Clerk-Treasurer daily (Friday, Saturday and Sunday shall be submitted on Monday mornings) and deposited into an account to be established by the *City* Clerk-Treasurer, and pursuant to bookkeeping requirements of the *City* Clerk-Treasurer and shall be subject to an audit by the Mayor and *City* Clerk-Treasurer.

7. PREMISE USE: The *Lessee* may use the premises as a restaurant facility, and any business function incidental thereto only; any other use shall require that the *City*'s written permission be first obtained. The *Lessee* may retain all profits from said business and shall assume all of the obligations thereof. The *City* will retain rental income from any persons or organization not being affiliated with the *Lessee* for use of premises. The *Lessee* hereby agrees to indemnify and hold harmless the *City* of Ritzville from any claims that may result from his/her use and occupancy of the said premises and the operation of said business on the above entitled premises.

8. INVENTORY AND MAINTENANCE OF EQUIPMENT AND FURNISHINGS: There is attached hereto and incorporated herein by this reference, Exhibit "A", listing an inventory of restaurant appliances, utensils, furniture, and equipment of the *City*. The *Lessee* agrees to replace any of the attached items which are broken by misuse or negligence or lost. *Lessee* shall coordinate, in a timely manner, the timing and cost of any/all repairs and/or maintenance of the equipment with the *City* Clerk. The *Lessee* agrees to be responsible for the maintenance and repair of said list of items, which shall be maintained by *Lessee* in their present condition, reasonable wear and tear excepted. *Lessee* shall repair or replace, as appropriate, any items that are lost or broken due to *Lessee* misuse or negligence. In no event shall the *City* pay for or be obligated to pay for any repair or purchase unless *City* gives its prior written approval. The inventory listing shall be updated yearly by the *Lessee* and a representative of the *City*.

9. INSURANCE: The *Lessee* agrees to obtain a policy of liability insurance to insure the *Lessee* against any claims for personal injury or property liability in a sum of no less than \$1,000,000.00 (One Million dollars) and shall name the *City* of Ritzville as a named insured. The *Lessee* shall also provide insurance for any and all personal property and inventory. Copies of all

said policies or certificates from a reputable insurance company showing compliance with this section shall be provided to the City upon execution of this lease.

10. RIGHT OF INSPECTION: The *City* reserves the right of its Mayor, Clerk-Treasurer and/or Public Works Director to inspect the said premises at all reasonable times.

11. BREACH OF CONTRACT: In the event that either party claims that the other is guilty of a breach of any of the provisions of this agreement, in accordance with Section 13, written notice shall be provided to the breaching party who shall have ten (10) days in which to correct any activity or conduct claimed by the other to have constituted a substantial breach of the agreement.

12. ABANDONMENT: City shall have the immediate right of possession of premises in the event the *Lessee* abandons said premises and City shall not be responsible for any inventory or equipment left on the premises.

13. TERMINATION: This agreement will terminate upon the happening of any of the following events:

- a. The *Lessee* chooses to sub-lease, the operation of the restaurant facility
- b. Its normal termination if not renewed;
- c. The death of the *Lessee*;
- d. The permanent physical disability of the *Lessee*;
- e. Upon the *Lessee* not correcting a breach of this contract; or
- f. *City* giving thirty-day written notice to *Lessee*.

14. NOTICE: Any notice required or permitted to be given under this agreement shall be sufficient if in writing and sent by registered or certified mail. In case of the Manager, said notice shall be sent to their residence or his last known residence and, in the case of the City, to its principal office.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this _____ day of _____ 2025.

CITY OF RITZVILLE

LESSEE

Porky's Clubhouse Grill

Scott Yaeger, Mayor

ATTEST:

Julie Flyckt, Clerk-Treasurer

Julie Flyckt

From: David Beus <acmcdwa@gmail.com>
Sent: Thursday, January 29, 2026 1:30 PM
To: Julie Flyckt
Subject: Mosquito Board Member

[External Email]

Hi Julie,

Dustin Killian's two year term on the Mosquito Board ends on 3/31/26. He is willing to serve another 2 year term if approved by the Ritzville City Council. Could that be put on a meeting agenda here soon to be voted on?

Thank you,

David Beus
Adams County Mosquito Control
509-488-2661



Jan. 21, 2026

DRAFT

Innovia Community Grants Program

Applicant: City of Ritzville

Project Title: Ritzville Community Placemaking and Belonging Initiative

Project Category: Quality of Life/ Health & Wellbeing/Economic Opportunity/Arts and Culture

Amount: \$10,000

Project Summary

The City of Ritzville proposes the **Ritzville Community Placemaking and Belonging Initiative**, a community-centered investment that treats placemaking as social infrastructure and positions the public realm, parks and civic spaces as anchors of community life.

This initiative is grounded in a belonging-first framework: accessibility as participation, comfort as invitation, identity as pride, stewardship as ownership, and sustainability as social, institutional, and environmental. Rather than focusing solely on physical improvements, the program uses design and care of public places to strengthen connection, dignity, and everyday wellbeing for residents and visitors of all ages and abilities.

Through a collaborative funding and programming strategy that leverages this Innovia Foundation support alongside City REET funds, Visitor Impact funding, and a Washington DNR Community Forestry Grant, the City will deliver a phased, implementable Community Placemaking and Belonging Program. This program will guide near-term improvements and establish a long-range framework for equitable, accessible, and welcoming public spaces that build stability and belonging.

Community Need

Public parks, gateways, and civic spaces in Ritzville are the community's shared living room—places where neighbors meet, children play, seniors rest, veterans are honored, and families

connect across generations. As anchors of community life, these places shape how people experience their town and whether they feel welcome, safe, and included.

In a rural community like Ritzville, public spaces are often the primary places where neighbors connect. When these spaces are welcoming and accessible, they become the heartbeat of community life.

Today, aging infrastructure, limited accessibility, and deferred maintenance restrict full participation for many residents, particularly seniors, people with disabilities, and families with young children. When access is limited, belonging is limited.

For a senior with limited mobility, a shaded bench and accessible path can mean the difference between staying home and being part of community life. For a parent with a stroller or a child with a disability, a smooth pathway and safe playground surface determine whether they can participate alongside their neighbors.

Placemaking is not simply beautification. It is social infrastructure. When designed intentionally, public places become a catalyst for participation, connection, and pride. The Ritzville Community Placemaking and Belonging Initiative adopts a belonging-first platform that prioritizes universal access, safety, comfort, and identity-driven design—so every resident can take part in public life.

Project Description

The City will engage a qualified Landscape Architect with expertise in community placemaking, parks, and ADA accessibility. This consultant will work collaboratively with the City's Community Development Department, Tree Board, Parks and Recreation Committee, and community stakeholders. Together, they will create a Community Placemaking and Belonging Program that strengthens parks, gateways, and civic open spaces as inclusive, identity-rich anchors of community life.

Planning and design decisions will be guided by a belonging-first framework—how people arrive, move, rest, play, gather, and see themselves reflected in shared places. The work treats public spaces as social infrastructure that supports daily connection and wellbeing.

Belonging-First Placemaking Framework

- **Identity as Pride** — Gateway enhancements, memorial preservation, murals, and signage that reflect Ritzville's story and reinforce civic pride.
- **Comfort as Invitation** — Shaded seating, rest areas, and gathering spaces that invite seniors, caregivers, and children to linger and connect.
- **Accessibility as Participation** — System-wide ADA evaluations and prioritized barrier removal so all residents can fully participate in public life.

- **Safety as Trust** — Playground safety upgrades, lighting, and visibility improvements that create spaces families feel confident using every day.
 - **Stewardship as Ownership** — Clear implementation steps and maintenance strategies that build long-term community care of shared spaces.
-

Community Engagement

Community engagement is foundational to this initiative. Led by the Community Development Director and Landscape Architect, the Parks and Recreation Committee and community members will participate in site walks, prioritization workshops, and design charrette sessions to ensure improvements reflect lived experience, community values, and local identity.

Veterans' organizations, youth sports families, seniors, and school groups will help shape gathering spaces, memorial areas, play environments, and seating zones. This co-creation process builds stewardship and shared ownership—so placemaking investments are not simply built for the community, but shaped with the community.

By centering accessibility, comfort, safety, and identity, the initiative creates public spaces where residents of different ages, abilities, and backgrounds can gather, interact, and belong.

Alignment with Innovia Foundation Priorities

This project aligns strongly with Innovia Foundation's 2026 funding theme, **Building Stability and Belonging**, by:

- Increasing access to safe, inclusive public spaces
 - Strengthening community connections and civic pride
 - Supporting mental, physical, and social wellbeing
 - Creating shared environments where all residents can participate fully
-

Expected Outcomes

Outcome Area — Measurable Indicator

- **Accessibility** — Number of ADA barriers identified and prioritized for removal
- **Safety** — Playground safety deficiencies corrected
- **Community Use** — Increased daily and seasonal use of parks and civic spaces
- **Belonging** — Expanded seating, shade, and gathering areas supporting all ages
- **Stewardship** — Adoption of a long-term Community Placemaking and Belonging Program

Sustainability

This initiative emphasizes long-term sustainability across three integrated dimensions:

Social Sustainability — Placemaking investments are designed to support daily use, intergenerational interaction, and long-term community stewardship—ensuring public spaces remain vibrant, relevant, and well-loved.

Institutional Sustainability — The completed Community Placemaking and Belonging Program will inform future capital planning, grant applications, and the City’s Comprehensive Plan, embedding a belonging-first placemaking framework into municipal decision-making.

Environmental Sustainability — Improvements prioritize regionally appropriate, low-maintenance landscape materials, shade trees, and green infrastructure that reduce long-term operational costs and improve comfort.

Organizational Capacity

The City of Ritzville brings strong organizational capacity and professional expertise to this initiative. The project will be guided by the Community Development Director (a Landscape Architect), Parks and Recreation Committee, and City Public Works staff, and supported by a qualified Landscape Architect with experience in community placemaking, parks, and ADA accessibility.

This team has successfully delivered numerous similar initiatives and public improvement projects both in Ritzville but also across the region and has the systems in place to manage contracts, budgets, and reporting requirements.

Budget

Innovia Foundation funds will be used to directly support community-facing placemaking activities that advance belonging, wellbeing, and cultural expression. The \$10,000 request will be leveraged with City REET funds, Visitor Impact funding, and a Washington DNR Community Forestry Grant.

Budget Category	Description	Innovia Funds
Community Placemaking & Engagement	Site walks, community workshops, design charrettes, and facilitation focused on belonging, accessibility, and cultural identity	\$2,500

Placemaking Design & Programming	Landscape Architect support for community-centered placemaking concepts, identity-driven design elements, and integration of arts and culture	\$3,000
Accessibility & Comfort Assessments	ADA walk audits, seating/shade assessments, and prioritization of barrier removal to support participation and mental wellbeing	\$2,000
Arts, Culture & Identity Elements	Concept development for murals, interpretive signage, memorial enhancements, and gateway identity features	\$1,500
Communication & Community Materials	Visual summaries, graphics, and public-facing materials that communicate belonging, wellbeing, and cultural identity	\$1,000
Total Innovia Request		\$10,000

Conclusion

The Ritzville Community Placemaking and Belonging Initiative is an investment in social infrastructure. By treating the public realm, parks and civic spaces as anchors of community life—and by using a belonging-first placemaking framework—the City will create inclusive environments where residents feel welcome, supported, and proud of their community.

These shared places invite participation, foster connection, and build long-term stability. Place by place, room by room, Ritzville is strengthening the foundations of belonging for generations to come.

COMMUNITY GRANT GUIDELINES

GRANT PROGRAM TIMELINE

Application Cycle Open: Monday, December 1, 2025

Early Bird Deadline: Friday, January 9, 2026

Application Cycle Close: Friday, February 6, 2026

Announcement: Monday, May 25, 2026

Grant Period: June 1, 2026 - May 31, 2027

Final Reports due: June 12, 2027

IMPACT AREAS

Innovia Foundation invests in organizations that address these impact areas:

- **Health and Wellbeing:** Meeting basic human needs, including food, shelter, access to health care, and mental health support.
- **Education and Youth Development:** Opening doors to success for children and adults by ensuring they have access to education and the support needed to learn, grow, and thrive. Quality childcare & early Childhood Education
- **Economic Opportunity:** Reducing barriers to economic opportunity, security, and/or mobility for low-income individuals and families, and supporting community economic development activities.
- **Quality of Life:** Increasing access to opportunities for safe public gathering spaces, social-emotional support, and connection to animals and to nature.
- **Arts and Culture:** Support the arts as economic drivers, educational assets, civic catalysts, and bridges between cultures.

In partnership with local community partners, Innovia annually identifies a Community Grants funding theme. While we are committed to funding projects across all our impact areas, when possible, we will prioritize proposals that align with the annual theme.

2026 FUNDING THEME: Building Stability and Belonging

- **Our communities thrive when basic needs are met, and every person feels a genuine sense of belonging.** Innovia's 2026 Community Grants will support efforts that help residents meet essential needs and/or strengthen community connections. Funding priorities include:
 - Programs/Projects that improve access to basic necessities such as food, housing, healthcare, childcare, and education
 - Programs/Projects that bring people together, build relationships, and create inclusive spaces where everyone can participate and belong.

PROGRAM DETAILS

The application period for the 2026 Community Grant Program opens on December 1 and closes on February 6. Grants will be announced by May 25, 2026. Grant awards are for one year from June 1, 2026 - May 31, 2027. The maximum award amount is \$15,000, with most grants in the range of \$ 7,500.

Please visit Innovia Foundation's website at <https://innovia.org/nonprofits/apply-for-a-grant/> for application log-in directions and additional guidance.

EARLY BIRD INCENTIVE! Organizations that submit their application by January 9, 2026 will be automatically entered into a drawing to receive a \$1,000 grant for general operating support.

GRANT TYPES

Organizations may request a Community Grant for any of the following project types.

- ❖ Project/Program support - to adapt/expand an existing program or develop new programming in response to a current challenge or opportunity.
- ❖ Capital projects/equipment
 - This could include, but is not limited to, technology, furnishings, equipment, or building construction or renovation.
- ❖ Capacity building
 - To help strengthen and stabilize an organization's governance or operations such as:
 - Strengthening governance, leadership, or staff expertise
 - Restructuring business models and accounting practices to improve organizational stability
 - Developing and implementing long-term strategic plans
 - Refining communications, marketing, and outreach
 - Improving volunteer recruitment, training, and engagement
 - Acquiring or improving impact measurement tools and program evaluation capacity

NONDISCRIMINATION/ANTI-HATE POLICY

The Anti-Hate Policy at Innovia Foundation states: "Innovia Foundation will not make grants to organizations that Innovia knows, or has reason to believe, support or engage in hateful activities. "Activities that incite or engage in violence, intimidation, harassment, threats or defamation targeting an individual or group based on their actual or perceived race, color, religion, national origin, ethnicity, immigration status, gender, gender identity, sexual orientation or disability."

Further, Innovia Foundation does not unlawfully discriminate regarding employees, volunteers, delivery of programs or services, or clients served based on age, religion/creed, race, color, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, military or veteran status, pregnancy or genetic information.

Applicants for Community Grant must adhere to similar anti-hate and nondiscrimination standards. You can read our Anti-Hate Policy [here](#).

APPLICATION REVIEW

All proposals are reviewed by volunteers serving on these regionally advised committees.

Region 1	Region 2	Region 3	Region 4
Ferry	Spokane	Whitman	Boundary
Stevens		Latah	Bonner
Pend Oreille		Asotin Nez	Kootenai
Lincoln		Perce	Benewah
Adams		Clearwater	Shoshone
		Lewis	
		Idaho	
		Columbia	
		Garfield	

WHAT WE WILL NOT FUND

- Debt retirement, operating deficits, or after-the-fact support
- Academic or scientific research
- Direct or grassroots lobbying
- Annual fund appeals and contributions to endowments
- Re-granting programs
- Litigious activities
- Organizations that are headquartered in a county or geographic area outside of Innovia's 20 county service areas
- One-time events

For faith-based organizations:

- Must be open to all members of the community (not just members of the faith community applying for funding)
- Cannot require clients to participate in or adopt any specific religious practice or belief

QUESTIONS?

Contact Chelsie Hawley, Community Investment Program Officer:

Chawley@innovia.org or 509-343-5749