

CITY OF RITZVILLE
CITY COUNCIL AGENDA
January 6, 2026

1. CALL COUNCIL TO ORDER 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF THE CONSENT AGENDA
4. OATH OF OFFICE
 - A. Council Ward 3-Ky Beck-Gmeiner
5. PUBLIC REQUESTS AND COMMENTS
6. ACTION AGENDA
 - A. Establishing Fund 104 Transportation Benefit District
7. DISCUSSION AGENDA
 - A. Tree Board Report-Chair Mike Schrag
8. CORRESPONDENCE
9. REPORTS
 - A. Mayor
 - B. City Council Committees
 - C. City Attorney
 - D. Public Works
 - E. Police
 - F. Fire
 - G. Clerk-Treasurer
 - H. Community Development
10. ADJOURNMENT

CONSENT AGENDA

- Acceptance of the Agenda
- Minutes:
December 2, 2025
December 16, 2025
- Approval of Payables:
\$363,629.34
- Approval of Payroll:
\$88,1035.53

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=SU14WTVqdGJpYnVMeEYzV1pJOEFOQT09&omn=82752964707>

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING DECEMBER 2, 2025

OPENING OF COUNCIL MEETING

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

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Dennis Chamberlain stated he would like to add under the discussion agenda, item C. Development. Council Member Mike Schrag made a motion to accept the consent agenda for December 2, 2025, in the amount of \$64,935.47 for payables and \$103,198.44 for Payroll, and to add an item C Development to the Discussion Agenda. Council Member Brooke Scheel seconded the motion. Motion passed 7-0.

RECOGNITION

- A. **Council Member William Green**- Mayor Yaeger stated he was filling his remaining term when he became mayor. Council Member Green was gracious enough to accept Mayor Yaeger's recommendation to the council. Mayor Yaeger expressed his appreciation for Green stepping up and being part of the council. Because he was filling an expiring term, the City recognized him and then he stepped down for the newly elected council member. William was presented with a certificate for his term on the council by Mayor Yaeger.

OATH OF OFFICE SHORT TERM POSITIONS

Clerk-Treasurer Julie Flyckt administered the oath of office for the two newly elected council ward members:

- A. Council Ward 3-Brooke Scheel- Read and signed their Oath of Office
- B. Council Ward 5-Ky Beck-Gmeiner- Read and signed their Oath of Office

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. **GMA Periodic Update Grant FY 2026-Department of Commerce-Community Development** Director Tom Reese stated the grant is for the city's comprehensive plan periodic update as a requirement of the growth management act. As a partially planning city, there are only a few areas that will need to be updated. The agreement provides \$20,000 grant in a \$10,000 per year increment to update a few sections of the Comp Plan. The updates include critical areas such as resource lands and updating another section called the emergency shelter transitional housing chapter. It will be on a reimbursement of \$10,000 a year for 2 years. At the next council meeting

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Reese will have the scope of work for consideration from SCJ Alliance. Council Member Brooke Scheel made a motion to approve the mayor to approve the agreement between Washington State Department of Commerce, the City of Ritzville and the mayor to execute the \$10,000 for 2026. Council Member Jen Verhey seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. 2026 Final Budget**-Mayor Yaeger stated in the budget there was an additional \$200,000 added for the De Minimus cost for the Tree Board DNR project. There is an additional \$3,000 added to the capital Improvement program for the Burrough's Home repairs for the sofit and caulk, and purchasing plants. The 401-water fund beginning balance was adjusted due to a correction in 2024 FY, same with the 408-sewer fund. The \$50,000 for the sewer auger was removed from the budget as that project is way more than anticipated and the City will need to find some grant funding or some kind of fund mechanism. On the 2026 wage scale the Deputy Clerk Treasurer II wage line was updated from step 7 to 6 as there are no longer 7 steps. Mayor Yaeger noted the current budget topics are the fee schedule and increasing the planning development fees. This topic item will be on the 1st quarter 2026 council agenda workshop. The finance committee stated not moving the financial policies from the budget document and there may be more discussion at their next meeting. Council Member Scheel requested adding grant writing as an expense to assist with grant management. The final budget Public Hearing is set for December 16th then the budget adoption will occur after the hearing.
- B. Visitor Impact 110 Fund Award Review**-Council Member Brooke Scheel stated the committee went through and scored all the applications and dropped the high scores and low scores for each one. The committee's recommendation is to approve the requests as they were submitted with the exception of Ritzville United. That request will be earmarked until they can put a solid plan together for the 4th of July event and bring it back for final approval. There is an award sheet the committee developed, and it is basically an award agreement with the expectations of the funds, when the funds need to be used by, provide valid receipts and invoices, supporting documents as well as board minutes. There is also another attachment that provides a list of supporting documentation that will meet those requirements. The last page is a reimbursement request form.
- C. Development**-Council Member Dennis Chamberlain stated without saying too much, he thinks it is time to reaffirm the council's commitment to growth and development, namely Grainland Acres project. He has concerns and wants to see that it keeps moving forward and not delayed. Chamberlain stated he had a disturbing phone call before council. Council Member Brooke Scheel stated she feels there has been a lot of communication breakdowns. This isn't the only developer that we have had issues with in getting things done. The question is what we need to do to better support developers and make sure they get the support from the City. Council Member Scheel stated putting together a committee to work with the developers to keep things better on track. Mayor Yaeger stated he did not read the email this afternoon because he hadn't checked his computer since lunch and it came in later. He will check the email and have

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a discussion with Community Development Director Tom Reese. Mayor Yaeger stated that he, Public Works Director Dave Breazeale, and Tom Reese were in the meeting with the Grainery District (Grainland Acres) developers, so it was hard to believe there had been some communication breakdown. Reese stated this is exactly the process of doing a development agreement, as it's the give and take between the developer, city, and council and it goes back and forth. The developer's agreement was stamped with draft and a request to the developers was stated to review and provide feedback back to those who attended the meeting.

MAYOR UPDATES-Mayor Yaeger stated he has been working with City Attorney John Kragt to replace the Prosecuting Attorney position as the current attorney will be done at the end of December. Kragt stated his attorney's office will provide the prosecuting services on an interim process after the last docket on Tuesday. Kragt has an associate that is very capable of doing this short term. Kragt stated trying to find part time prosecutors is almost impossible right now. Mayor Yaeger stated he asked the City's current Prosecutor if he knew of anyone that might be interested and he had checked around as well, and nobody had shown any interest.

COUNCIL COMMITTEE UPDATES:

- **Licenses, Rules and Permits**- Meeting on Friday.
- **Finance and Employee Benefits**-No Report.
- **Health and Wellness**- No Report.
- **Public Safety**- Meeting on Thursday at 3:30pm.
- **Public Works**-No report.
- **Parks and Recreation**-No report.
- **Personnel Committee**-No report.

DEPARTMENT UPDATES

- City Attorney**-Attorney John Kragt stated when his office used to provide prosecuting services, the City staff helped with the file work. He believes the current prosecutor Michael Addams has taken all that in-house so Kragt wants to understand how that works but balancing not having a bunch of attorney time doing filing if it can be done less expensively by City staff.
- Public Works**-Public Works Director Dave Breazeale stated the guys set up the new Christmas tree yesterday and spent about 3 or 4 hours fluffing it. The tree will be decorated tomorrow. The crew will be putting up the garland and wreaths for the downtown poles this year. Crew Member Kevin Schaefer installed the new salter/spreader on the new dump truck and got it wired today. Crew Member Justin Ziebell is going to finish sweeping tomorrow.
- Police Department**-Chief of Police Mike Suniga was excused.
- Fire**-Chief Joel Bell was excused.
- Clerk/Treasurer**- Clerk-Treasurer Julie Flyckt stated the fiber services request for proposals are due tomorrow and then Mayor Yaeger, Chief Suniga and herself will

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review those on Friday. Flyckt is preparing the 2026 final budget, 2025 budget amendment and reviewing agreements that will need to be renewed for 2026.

F. Community Development-Community Development Director Tom Reese had no report.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:02pm.

Michelle Asmussen, Deputy Clerk-Treasurer

ORDINANCE NO. 2206

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RITZVILLE,
WASHINGTON, ESTABLISHING FUND NO. 104
TRANSPORTATION BENEFIT DISTRICT.**

WHEREAS, the city is committed to providing well-maintained public ways that meets the needs of the community; and

WHEREAS, the city is supporting strategies for planning, predevelopment, and construction of capital projects; and

WHEREAS, the city will continue to provide public services at the level-of-service standards, that will ensure the safety and wellbeing of the community; and

NOW THEREFORE, the City Council of the City of Ritzville does ordain as follows:

Section 1. Ritzville City Ordinance 2206, Chapter 1.60 of the Ritzville City Code, together with all ordinances or parts thereof form which said code originated, are hereby amended as follows:

1.60.440 Transportation Benefit District fund.

- A. **Establishment of Fund:** The City of Ritzville hereby establishes Fund No. 104 for the improvement, maintenance, protection and operation of public ways within the corporate city limits of the City per Ritzville City Code Chapter 7.55 Ritzville Transportation Benefit District and pursuant to RCW 35.21.225 and RCW Chapter 36.73.
- B. **Purpose:** This fund is for the purpose of holding one-tenth of one percent sales and use tax for improvement, maintenance, protection and operation of public ways within the corporate city limits.

Section 2. Severability: If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 3. Effective Date: This ordinance shall take effect and be in full force five (5) days after publication.

READ in open meeting. PASSED by unanimous vote of the City Council present; and **ORDERED PUBLISHED** this 6th day of January, 2026.

Scott Yaeger, Mayor

ATTEST:

Julie Flyckt, Clerk-Treasurer

APPROVED AS TO FORM:

John Kragt, City Attorney

CITY OF RITZVILLE
2026 CITY COUNCIL COMMITTEES (1/1/2026)

License, Rules & Permits

Dennis Chamberlain*
Jessica Quinn
Ky Beck-Gmeiner

Finance & Employee Benefits

Mike Schrag*
Dennis Chamberlain
Jen Verhey

Health & Wellness (Garbage & Clean-Up)

Jessica Quinn *
Mike Schrag
Eric Ottmar

Public Safety (Fire and Police)

Dennis Chamberlain*
Brooke Scheel
Jen Verhey

Public Works (Water, Sewer, Street, Airport)

Mike Schrag *
Jen Verhey
Eric Ottmar

Parks & Recreation (Cemetery, Park & Golf)

Brooke Scheel *
Ky Beck-Gmeiner
Eric Ottmar

Personnel Committee

Mayor / Scott Yaeger

*=Chairperson of that committee

3 Council Representative / Jen Verhey, Brooke Scheel, Eric Ottmar

Department Head / Clerk/Treasurer

Employee Representative / Awaiting Appointment

Council Meeting 1st & 3rd Tuesday of each month - 7:00 pm

| | |
|--------------------|--|
| Scott Yaeger | Mayor scott.yaeger@ritzville-wa.us |
| Jessica Quinn | Ward 1 jessica.quinn@ritzville-wa.us |
| Brooke Scheel | Ward 2 brooke.scheel@ritzville-wa.us |
| Ky Beck-Gmeiner | Ward 3 ky.beckgmeiner@ritzville-wa.us |
| Dennis Chamberlain | Ward 4 dennisormary@gmail.com |
| Mike Schrag | Ward 5, mschrag4@gmail.com |
| Jen Verhey | 2 yr at large, Mayor Pro Tempore jen.verhey@ritzville-wa.us |
| Eric Ottmar | 4 yr at large eric.ottmar@ritzville-wa.us |

City Hall, 216 E. Main Ave – (509) 659-1930

City Staff

Clerk-Treasurer

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Deputy Clerk Treasurer II

Michelle Asmussen
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Deputy Clerk Treasurer I

Reene Arp
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Public Works Director

Dave Breazeale
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Chief of Police 509-659-1334

Mikeal Soniga
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Community Development Director

Tom Reese
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City of Ritzville Representatives

| | |
|---------------------------------|--|
| Dennis Chamberlain | Historic Preservation/Planning Commission |
| Eric Ottmar | Adams County Solid Waste Advisory Committee |
| Scott Yaeger | Quadco Regional Transportation |
| Jen Verhey | Adams County WA-Cert Selection Committee |
| Jen Verhey | Volunteer Firefighters Local Board of Trustees |
| Brooke Scheel | Ritz. Downtown Development Association (RDDA) |
| Dennis Chamberlain | Ritz. Public Development Authority (PDA) |
| Ky Beck-Gmeiner | Ritz. Chamber of Commerce |
| Jen Verhey | Adams County Development Council (ACDC) |
| Eric Ottmar | Law and Justice |
| Mike Schrag & Dennis Chamberlin | Tree Board |
| Scott Yaeger | Ritzville Golf Association |
| Jessica Quinn | Museum Board |
| Jessica Quinn | Library Board |

DRAFT

2026 Quarterly Council Workshop Schedule

| Month | Date | Time | Duration |
|--------------|-------------|-------------|-----------------|
| February | 2/20/2026 | 1pm | 2 hrs |
| May | 5/22/2026 | | |
| August | 8/14/2026 | | |
| October | 10/23/2026 | | |