

CITY OF RITZVILLE
CITY COUNCIL AGENDA
May 6, 2025

1. CALL COUNCIL TO ORDER 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF THE CONSENT AGENDA

CONSENT AGENDA

- Acceptance of the Agenda:
January 21, 2025
February 4, 2025
February 18, 2025
- Approval of Payables:
\$106,793.16
- Approval of Payroll:
\$94,062.74

4. PUBLIC REQUESTS AND COMMENTS
5. ACTION AGENDA
 - A. Golf Course Basement Restroom Repair
 - B. Golf Course Used Mower Purchase
 - C. Police Department Patrol Car Purchase
 - D. Police Department Computer Laptop Replacement

6. DISCUSSION AGENDA
 - A. Low-Income Water and Sewer Reduced Rate Policy and Application, Resolution 2025-03

7. CORRESPONDENCE
 - A. Ritzville Public Development Authority Minutes: March 26, 2025
 - B. Personnel Committee Minutes: May 1, 2025

8. COUNCIL COMMITTEE UPDATES

9. REPORTS
 - A. Mayor
 - B. City Council Committees
 - C. City Attorney
 - D. Public Works
 - E. Police
 - F. Fire
 - G. Clerk/Treasurer
 - H. Community Development

COUNCIL COMMITTEES

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

10. ADJOURNMENT

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=81280960181>

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, Jen Verhey, William Green (remote), Jessica Quinn, Mike Schrag, and Brooke Scheel. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, and Interim Police Chief Bill Benner. City Fire Chief Joel Bell and City Attorney John Kragt were excused. Also present were Linda Schrag, Brian Bothun, Jesse Bowman, David Chapman, Rod Larse and Amy Galbreath.

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 approve the consent agenda for January 21st, 2025. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

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

ACTION AGENDA

- A. **1st Avenue Change Order #1 and Pay Estimate #1**-Mayor Yaeger stated the total pay estimate is \$269,566.80. This amount is for all work except for what they need to complete in the spring such as fix like the bump at Division & First. Council Member Michelle Plumb made a motion to approve pay estimate number 1 to Coppenhaver Construction, Inc. in the amount of \$269,566.80, with the amended project title to 1st Ave Project. Council Member Brooke Scheel seconded the motion. Motion passed 7-0.
- B. **Well 8R Pump Station Estimate #10- POW Contracting, Inc.**-Mayor Yaeger stated the pay estimate is for items number 7 mobilization & administration and number 12 open line shaft and water lubricated vertical turbine pump. Ben Varela with Varela and Associates stated this is the last pay estimate and there is just a couple percents left on the mobilization and a little bit left for the pump start up. Those are the only two items left on the project, other than the retainage, and it is done. Council Member Brooke Scheel made a motion to approve pay estimate number 10 to POW Contracting, Inc in the amount of \$4,480.50. Council Member Jen Verhey seconded the motion. Motion passed 7-0.
- C. **Golf Course Manager Agreement**-Mayor Yaeger stated the park & rec committee and Attorney John Kragt reviewed the agreement and the Mayor has reviewed it with the finance committee also. It has been a one-year contract for a very long time and it is now a three-year contract. It is up 3% from last year then an additional 2% increase to the monthly rate will be added per year for the remaining two years of the contract. In addition, the manager shall receive 25% of the gross green's fees received over and above the first \$59,000 the first year, \$60,000 the second year, and \$61,000 the third year of the gross green's fees received in the current year, which additional amount shall be payable January 31 of the following year. Council Member Brooke Scheel made a motion to approve the Golf Course Manager contract between the City of Ritzville and Jesse Bowman. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- D. **Golf Course Restaurant Contract**-Mayor Yaeger stated the changes from last year's contract were highlighted in yellow. The park and rec committee also reviewed the contract. Council Member Mike Schrag stated the finance committee looks at the Avista and city bills and feels a rent increase is justified considering we pay those bills. Council Member Mike Schrag made a motion to approve the lease between the City of Ritzville and Porky's Clubhouse Grill. Council Member Brooke Scheel seconded the motion. Motion passed 7-0.

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING JANUARY 21, 2025

- E. **RRFB Agreement-Ardurra**-Council Member Michelle Plumb stated RRFB agreement is the complete streets project through TIB for the rectangular rapid flashing beacons in three locations. Mayor Yaeger stated those locations are Division Street & walking path, City park entrance, and Wellsandt Ave. The additions include the bidding and construction oversight, which was not in the last one. Council Member Michelle Plumb made a motion to approve task order #4 for the design and oversight construction support for the RRFB Project in the amount of \$39,360. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- F. **SS4A Agreement-SCJ Alliance**-Mayor Yaeger stated this has been reviewed by the City Attorney John Kragt, and the changes in red are from SCJ Alliance. The only change that John Kragt made is on page 6 changing Skagit County to Adams County. Council Member Brooke Scheel made a motion to approve the Safe Streets for All (SS4A) Comprehensive Safety Action Plan agreement between the City of Ritzville and SCJ Alliance with the approved corrections to item #2 price and item #3 an inception date. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- G. **Community Development Director Job Description and Next Steps**-Mayor Yaeger stated in all of the changes in the current job description have been worked through with the special committee. The job description needs to be placed on the web page, and the city is requesting a cover letter and a resume. Council Member Brooke Scheel made a motion to approve the job description for the Community Development Director position. Council Member Jessica Quinn seconded the motion. Motion passed 7-0.
- H. **110 Fund Applications**-Mayor Yaeger stated the recommended allocations for all applications were in in their packet as a starting point. Council Member Brooke Scheel stated the proposal budget for Ritzville United was not very well laid out on what the money was going to be spent on. She would like to hold off on that one and get a better budget for what the money is going to be spent on prior to approval. Council Member Scheel continued to state the city needs to confirm Ritzville United is a non-profit since they were in the process of getting that status. Council Member Brooke Scheel made a motion to approve the mayor's request with the exception of increasing Ritzville Chamber of Commerce's request to their full 2025 requests on all line items, and request from Ritzville United to be brought back to council for final award with a more detailed budget on expenditures for Bronco Days & Ritzfest and verification of non-profit status. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. **Development Fees: System Development Charges (SDC) and Traffic Impact Fee (TIF)**-Mayor Yaeger stated he worked on a draft proposal for the SCD and TIF fees. The current water connection fee charges are \$2,300 plus the cost of the meter. He proposed the connection fee to be \$1,600 plus actual cost of the meter plus water line tap fee. Mayor Yaeger spoke to Public Works Director Dave Breazeale about the rough cost of supplies, and he said it would be about \$900. That fee covers labor to dig it up and place the meter box so proposing to remove the sewer connection fee. Right now, water doesn't have the future need, it only has the existing infrastructure less what the City has made in payments. Ben Varela stated the system development charges show the total estimated costs of City facilities, less debt, divided by the customers (ERUs) in the system. After a long conversation about the pros and cons of the TIF fees and the SDC fees and how it could affect the progression of the City of Ritzville. The city council decided to assign this discussion to the Public Works Committee. The mayor suggested on the TIF to have a chart that shows 80/50/30 share.

CORRESPONDENCE: The Personnel Committee Meeting Minutes for January 2025 and RPDA Minutes for November 2024 were provided in the packet.

DEPARTMENT UPDATES

- A. Public Works-**Public Works Director Dave Breazeale stated they have been changing out old yield signs and stop signs as he purchased them on sale at Christmas time. There are now red flashing lights on the 4-way stop on Division and Weber.
- B. Police Department-**Interim Chief Bill Benner stated they have been busy. He spoke with the officers, and they would like to offer council members the opportunity to go out and do a ride along. There is a policy that restricts it to less than 4 hours but not more than 8 hours is allowed. Benner stated to contact him if a council member would like to do that, so he can provide the appropriate paperwork.
- C. Clerk/Treasurer-**Clerk Treasurer Julie Flyckt stated the sanitation rate increase notification was provided in a letter that was inserted into the utility bills. It will also be posted on the website. The sanitation fees will increase on April 1st, due to the required 45-day notification. These fees will show up on the May bill for those April charges. Deputy Clerk Treasurer I Danielle is going to be out for surgery January 23rd-February 7th, then she will have some recovery after that.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:55pm.

Michelle Asmussen, Deputy Clerk-Treasurer II

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, Jen Verhey, William Green (remote), Jessica Quinn, and Mike Schrag. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, and Interim Police Chief Bill Benner. City Fire Chief Joel Bell, Council Member Brooke Scheel, and City Attorney John Kragt were excused. Also present were Linda Schrag, Brian Bothun, Rod Larse, and Derek & Susan Schafer.

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 approve the consent agenda for February 4th, 2025. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

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

ACTION AGENDA

- A. Intent to Annex Meeting-Grainery District-**Derek Schafer stated the portion they are asking the city to annex is labeled ownership 1. The property lies just south of the current property they are developing that is already in the city. The reason for the intent to annex is because after some discussion with Mayor Yaeger they were considering how to get the storm water to leave the first part of the project and run downhill so it does not go into the county's jurisdiction. They don't anticipate a lot of growth for that property, as it is quite removed from the area they will develop first. Clerk-Treasurer Julie Flyckt showed the council the steps for annexation using the Sixty Percent Petition Annexation Method as to be eligible the petitioner must own 60% of the property, and since Schafers are the only owners of the property, they qualify. The first step is a meeting for the intent to annex, which was the purpose of tonight's meeting. The city will need to accept, reject or geographically modify the proposed annexation. Determine whether it will require the simultaneous adoption of a comprehensive plan, if such a plan has been prepared and filed as provided for in RCW 35.13.177 and 35.13.178. It also includes determining whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed. After the letter of sufficiency is complete with the Adams County Assessor office, there will need to be two public hearings scheduled 30 days apart. Council Member Michelle Plumb made a motion to accept the proposed annexation required simultaneous adoption of the comprehensive plan and require assumption of all or any portion of the city indebtedness of the area to be annexed by the city by the Grainery District. Council Member Jessica Quinn seconded the motion. Motion passed 6-0.
- B. Ritzville United 110 Fund Request-**Mayor Yaeger stated at our last council meeting their request was held up due to needing proof of being a non-profit. Clerk-Treasurer Julie Flyckt stated in the packets is their State of Washington non-profit status. Cory Bartlett, President of Ritzville United also provided a budget for Ritz Fest Music. The total projected revenue is \$2,500. Council Member Mike Schrag made a motion to allocate the \$8,000 for Bronco Days and \$10,000 for Ritzfest events to Ritzville United from the 2025 110 Tourism funds. Council Member Dennis Chamberlain seconded the motion. Council Member Jessica Quinn stated she just wanted it on record before she voted that her biggest concern is the biggest part of their budget is for bands. Council Members Michelle Plumb and Jessica Quinn opposed. Motion passed 4-2.

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING FEBRUARY 4TH, 2025
DISCUSSION AGENDA

- A. Development Fees: System Development Charges (SDC) and Traffic Impact Fee (TIF)-** Council Member Michelle Plumb stated the Public Works Committee had a productive meeting. Most of the council is in favor of the mayor's suggestion on the water fees so they focused on the traffic impact fees updated from Ardurra and figuring out what they can do with the sewer. The TIF is based on two projects for the roundabouts at Weber and the Division off ramp. Mayor Yaeger requested showing the shared path project as well. Property Owner Derek Schafer wanted to know, just given the consideration of the annexation and any future annexation, what would be the process for new development. Mayor Yaeger stated the number of trips. Right now, everything that is in the city that is affected by that intersection is involved. If South of Weber Rd gets annexed, then those trip generations would be included on top of the 920 which would potentially reduce that fee. Council Member Plumb stated the sewer was kind of a big question mark but focused on the small chunk of sewer line that needs to be added to meet the city's 20-year growth requirements. It is called the Grant Street extension, and it goes from 4th Ave to 1st Ave and it is an 8" line. On the SDC charge you can see it dropped down from \$8,347 to \$1,287 fee. Mayor Yaeger stated he felt it would be the council's wishes to move this forward through the public hearing process, establish these fees, and then for the TIF, through an ordinance or resolution to adopt a fee to include a new section in the development code. Clerk-Treasurer Julie Flyckt stated on the TIF, since it will be additional to the development code, it we need to go to planning commission for review then to council. The consensus of the council was to set the public hearing for the 4th of March 2005 for the system development charges only.

CORRESPONDENCE: There was no correspondence.

COUNCIL COMMITTEE UPDATES

- A. License, Rules and Permits-**Council Member Dennis Chamberlain read a statement that he wrote as follows. The development code has been one of the committee's tasks for the last two years. The code requires both planning commission and council approval for its implementation. That's the reason license & rules is monitoring it and insisting on our input be heard. We are there to represent the council's interest in the process. To that end, license & rules met with SCJ Alliance, the mayor and city clerk on the 30th of January. The meeting went well, and we hope our suggested edits will be taken to heart. SCJ Alliance was not on the same page as the committee, and we hope their realization of this will allow them to finally move forward to deliver a product that is power able for council approval. During the meeting Aren from SCJ Alliance even stated we should have done this a year ago. The committee has hope for progress, but our experience today has been disappointing at best. We supplied mostly minor but important edits to SCJ Alliance last July. Our efforts have been mainly clarifying who is responsible for each section of the code. Over the last six months and two interventions at planning commission, we were provided with a document that had almost entirely disregarded our input. Since the meeting, each member of the committee has spent days reviewing, we met last night for five hours to put together another review to get to SCJ Alliance so they can fix this document prior to the 12th of February planning commission meeting. We ask, moving forward, that SCJ Alliance collaborate and meet with the committee on all development code work. Clerk-Treasurer Julie Flyckt stated she wanted to give some history on this. The development code first came to license & rules and to the city through the work of Mike Connelly's office to help

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restructure the code. We gave edits to Connelley's office at that time, and when it came back to us, it was just the structure that was updated, and the other items were not included in the code update. Then the development code update project went to SCJ Alliance to help go through the work that Connelley's office did and then the license and rules committee took that draft to look at it with their edits too. At that time, we started working with the planning commission finalizing the comp plan to include the mixed-use zone. Then Flyckt had SCJ Alliance focus on the mixed-use zone to move that forward. The plan was to do the mixed-use zone update first and then come back and work on all of the development code updates. It was at a planning commission meeting where Dennis said no wait a minute, we want to include all the edits that we have done as a committee, so then it went back to the license and rules committee, with the new mixed-use zone. Dennis stated he wanted the mixed-use zone to go through with their edits. Council Member Michelle Plumb stated 10.10 is still out there we must review the employee questions for procedure.

- B. **Finance and Employee Benefits**-Council Member Mike Schrag stated they went over the bills and did the things they usually do. They also brought up investments, and they are going to take a look at those and see if other investments can boost some revenue. They are working with Rick on the garbage contract, they have one meeting left to go.
- C. **Health and Wellness**-No report.
- D. **Public Safety**-There will be a meeting on Thursday.
- E. **Public Works**-Council Member Michelle Plumb stated she would have something next meeting about the Transportation Benefit District.
- F. **Parks and Recreation**-No report.
- G. **Personnel Committee**-There is a meeting on February 13th.

MAYOR UPDATES- Mayor Yaeger stated there are no mayor updates.

DEPARTMENT UPDATES

- A. **City Attorney**-No report as John Kragt was excused.
- B. **Public Works**-Public Works Director Dave Breazeale stated the city had its real first snowfall this morning, so the crew and Breazeale were out plowing early. At about 6:00 am there was a water line break at Life Care Center. It broke to the point where it had been leaking for several hours, and it flooded the basement at Life Care. The leak was in the mechanical room, and they had a floor drain in there, so I don't think anything really got hurt in there. There are four new 4-way flashers on the signs up on the 4 ways stop at Weber Ave and Hwy 261 that are on during the daytime too. The crew also installed the flashers at Homestead Ave and Hwy 261 signs yesterday.
- C. **Police**-Bill Benner stated they have been busy with calls. Council Member Jessica Quinn went on a ride along last Sunday.
- D. **Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated she is working on the city code chapters 10 and 11. The sanitation fees that were adopted last year and were adopted as part of our 2025 fee schedule required a 45-day notice. Since the city does estimates in the wintertime, the crew will read meters in March whereas the April bill will show the difference on the estimate. Then in April the sanitation fees increase will take effect and show on the May bill.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:12pm.

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING FEBRUARY 18TH, 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, Jen Verhey, William Green, Jessica Quinn, Mike Schrag, and Brooke Scheel. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen (remote), City Attorney John Kragt, and Interim Police Chief Bill Benner. City Fire Chief Joel Bell and Public Works Director Dave Breazeale were excused. Also present were Linda Schrag, Brian Bothun, 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 approve the consent agenda for February 18th, 2025. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

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

ACTION AGENDA

- A. **Police Department Sidearms Purchase**-Mayor Yaeger stated there was \$10,000 in last year's budget. The police department did not purchase anything last year, so we rolled it into 2025's budget. The city received two complete bids, one partial and one no bid. Right now, the low bid is from MJs Boomsticks which is a local business, and the next lowest bid was from Sharpshooting Range & Gun Shop. The bid was for six handguns, including sights, lights & holsters, ammo for practice & duty, and trade in value of \$200 per gun for seven guns. Council Member Jessica Quinn asked if everything was the same on all bids for guns & ammo. It was brought up that the only difference between the high and low bids is the sales tax as Spokane has a higher rate. Council Member Brooke Scheel stated she had a question on the procurement process in the city's policies as it has come up several times. She asked if the bid was posted publicly for people to apply, did we just seek quotes, what is the process for procurement on something like this? The procurement policy is very unclear, it's hard to seek clarity, and there isn't one subject expert in this room on it so therefore the policy needs to be relooked for through our attorney so that everybody is on the same page as to what that should look like and that we are fair and equitable when procuring contracts & services. Mayor Yaeger stated we received quotes from suppliers. Council Member Mike Schrag made a motion to approve the bid of \$9,497.20 from MJs Boomsticks. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. **Renewal of Wheatland Waste Garbage Contract**-Mayor Yaeger stated there are green and red highlights on the contract. The green are the changes he made for his notes, and the red is from the health and wellness committee. These are changes that were made from the discussion with Wheatland Waste, the committee and Mayor Yaeger. Council Member Mike Schrag stated, we had three different meetings and had good discussions. As far as the committee is concerned there were only minor changes needed. On page 7 the billing dates were changed since the billing dates will be from the 1st of the month to the end of the month and not the 16th of the month. Also, the residential collection schedule changed for June 15th through September 15th, whereas the contractor may begin collection at 6:00am in consideration for rising temperatures thus ensuring the workday ends earlier and reducing possible heat related health issues for the workers. The cardboard recycling program downtown was losing money so that changed to \$200 a month to make sure he was at least breaking even. As far as the Wheatland Waste fee, it has always been based on the CPI (consumer price index) each year. If the CPI is 0% then

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Wheatland Waste receives a zero increase for the year. Mayor Yaeger stated the sanitation rates charged to customers went up based on the CPI and the garbage rates were not raised for many years. At this time the revenue did not match the expenses, so an increase was needed. Council Member Mike Schrag made a motion to approve the mayor to sign the Restated City of Ritzville Garbage Contract with Wheatland Waste Systems for the next 10 years. Council Member Jen Verhey seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. **Transportation Benefit District Sales Tax**-Council Member Michelle Plumb stated she wanted to bring this information to the council to look over to see if it's something they want to move forward with down the road. There are quite a few communities doing this such as Moses Lake, Wenatchee, East Wenatchee, and Airway Heights. The city can do a 0.1% councilmanic, which means the council can approve the 1% sales tax, or you can take it to the voters and kick it up to .3%. Council Member Plumb provided a revenue breakdown through the sales tax, which means visitors, to help with street maintenance and repair. There is a timeline as to how it must be implemented, but the council has some time to think about it. There will need to be an ordinance to establish a transportation benefit district and then do the sales tax. After the discussion the council was mostly in favor of getting an ordinance together for organizing a transportation benefit district.

CORRESPONDENCE:

- A. Personnel Committee Minutes-February 13, 2025, were provided in the council packet.

COUNCIL COMMITTEE UPDATES

- A. **License, Rules and Permits**-Julie Flyckt stated she did get an update from Aren from SCJ Alliance that the latest Development Code changes from the License & Rules Committee will be sent by Thursday. Flyckt is hoping to get it to the Planning Commission by their next meeting, which is March 12th. There will be a traffic impact fee that will go along with the development code too, but it will be in a separate section, so it doesn't get morphed into that huge update for review. There is a draft TIF ordinance for Mayor Yaeger and Flyckt to review. The ordinance has already been drafted, and the fee schedule has been updated in preparation for the council's review.
- B. **Finance and Employee Benefits**-Council Member Mike Schrag stated they met this afternoon and spoke quickly about the side arm purchase. They spent 99% of their time looking at the investments in the LGIP and divided out some tasks for the three members to go to the different banks and look at CD rates.
- C. **Health and Wellness**-No report as it was covered during the meeting.
- D. **Public Safety**-Dennis Chamberlain stated they toured the Police Department building and looked at some maintenance. Most of the committee had not been through the building and that was very interesting, and enjoyable to speak with Bill. The committee has also been working on some dispatch options. Council Member Brooke Scheel stated the city dispatch bill went from \$15,000 to \$150,000 so she had a conversation with the Othello Police Department about their dispatch services. When you are looking at the county numbers, she would like to get a better look at that because Othello doesn't get charged anything for that. So that means that the numbers are only being split between the county and the City of Ritzville because Othello, Lind and Washtucna aren't paying anything. I reached out to MACC; it would save us well over \$100,000 a year using them for dispatch. They are integrating AI into what they do,

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING FEBRUARY 18TH, 2025

and it is working out well. Our next step would be to go and take a tour and check it out and see what it is like.

- E. **Public Works**-Michelle Plumb stated there is a Safe Streets 4 All kickoff on Thursday. She got some alarming emails from AWC saying check in on your grants, so she checked in on this city rant and because this one has an executed contract, it is fine. We are trying to get a meeting together for the first week in March for the TIB complete streets.
- F. **Parks and Recreation**-No report.
- G. **Personnel Committee**-Michelle Plumb stated the minutes were provided in the packet, including the employee proposal, which has been in front of the council before. Council Member Scheel was kind enough to put together an alternative which the city employees will be shown and given the opportunity to give feedback on. Council Member Scheel stated she would like to formerly request that two more council members be added to the committee. Council Member Dennis Chamberlain stated one of the things license & rules would like to get is updating the administrative code. Council Member Chamberlain contacted MRSC to find out if the police department's policies had to be approved by the council as well. He said they didn't answer that directly, but they said what is happening in Ritzville is typical in small towns. Mayor Yaeger stated Lexipol has its own set of policies for the police department that the police department follows.
- H. **Special Council Committee**-Council Member Michelle Plumb made a motion to disband the Special Council Committee. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

MAYOR UPDATES-Mayor Yaeger stated he has a couple things on his list. There are two finalist candidates for Chief of Police that meet the job description requirements. He is working on setting up interviews with the two candidates and establishing an interview panel made up of five community members, the city attorney and himself. The interviews may be set up for next week. As of the 14th, there are eight applicants for the Community Development Director position. The interview reviewed the initial six and narrowed it down to four as a couple applicants didn't have the qualifications the city desired. Now they will review the two applicants received today.

DEPARTMENT UPDATES

- A. **City Attorney**-Attorney John Kragt stated he is still working on reviewing the garbage contract.
- B. **Public Works**-No report. Public Works Director Dave Breazeale was excused.
- C. **Police**-Interim Chief Bill Benner stated he has been working on the firearms and ammunition deal. The call volume has increased, and there have been 73 new calls since the last meeting. The department seems to spend a lot of time up at the freeway interchange, and he does not think that it is going to change anytime soon.
- D. **Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated there is an increase in traffic at city hall due to dog tag renewals. Flyckt will be on vacation February 26th-March 11th, and a lot of her time is getting everything ready to go for the next council and planning commission meetings. The city has received notifications from grant funders that the completed agreements will still be funded. The Department of Natural Resources is one of the agreements that was not complete and will not be funded at this time.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:13pm.

City of Ritzville

2025 -Golf Course Club House Basement Restroom Damage Repair

Prepared by - Scott Yaeger

Date -4-18-25

CONTRACTORS QUOTED

Basement Remodel

	<u>Man in the Yellow Truck</u> Ritzville, WA	<u>Base Enterprises</u> Spokane, WA	<u>COR 4 Contractor LLC</u> Othello, WA
	Repair Flood Damage Repair framing, toilet stalls, sheet rock, fixtures, lighting, outlets and paint	Repair Flood Damage Repair framing, toilet stalls, sheet rock, fixtures, lighting, outlets and paint	Repair Flood Damage Repair framing, toilet stalls, sheet rock, fixtures, lighting, outlets and paint
	\$ 13,846.15	\$ 15,176.00	\$ 25,139.40
Subtotal	\$ 13,846.15	\$ 15,176.00	\$ 25,139.40
Tax	\$ 1,107.69	\$ 1,214.08	\$ 2,011.15
Total Costs	\$ 14,953.84	\$ 16,390.08	\$ 27,150.55

It is my recommendation that the City of Ritzville Award the
Golf Course Club House Basement Restroom Repair

to Man in the Yellow Truck

Meets Current City of Ritzville
Procurement Policies &
Procedures

Limited Process less than
\$50K Insurance Work

Purchase Recommended By:

Dave Breazcale & Scott Yaeger

4/15/2025

Date:

City Council

Approved By:

Date:



Quote Id: 32756037

Prepared For:
RITZVILLE MUNICIPAL GOLF

Prepared By: **Steve Lebsack**
Pacific Golf & Turf LLC
6206 E Trent Ave Bld 2 St-a
Spokane, WA 99212
Tel: 509-879-5117
Email: slebsack@pacificgolfturf.com

Date: 30 April 2025

Offer Expires: 30 May 2025

Confidential

Quote Id: 32756037

30 April 2025

RITZVILLE MUNICIPAL GOLF
104 E 10TH AVE
RITZVILLE, WA 99169

JESSE-

Thank you for your time this week, I have attached the equipment proposal for the 2019, John Deere 7500A Ecut, 4wd, Diesel, electric reel motors, with John Deere QA5 quick adjust 7 blade fairway mower, with 1650 hours on it.

This unit is a current production machine, it is not 2 or 3 generations old, this lease return fairway mower is the same as the current production models that is coming out of the factory.

What will be done during the refurbishment process by our shop before delivery is as follows.

1-Service of machine, fluids, filters, belts, grease the chasis.

2-Completely service cutting units, grind or replace reels (if life of reel is 50% or less, reels will be replaced). Replace reel bearings, races, and seals, inspect and replace as needed cutting unit yokes. Inspect and replace as needed(if bearings are bad) on all front, and rear rollers. Replace bedknives, and screws.

3-Inspect and replace as needed all tires, seats, and hydraulic lines.

4-Set hieght of cut on cutting units.

5- Detail machine

6- Include second John Deere 7500A Ecut used machine w/ 3500 hours at no charge, this machine runs, but what the intent of this machine is to provide a set of John Deere QA5 quick adjust cutting units that the course can rebuild so you have a set for your current 7500 fairway mower. Pacific Golf and Turf will not be doing any refurbishment on this second fairway mower.



Quote Id: 32756037

All used units are sold on a first come first served basis.

This is a used unit once refurbishment is completed it is sold " as is no warranty implied or expressed"

Sincerely
Steve Lebsack
509-879-5117
Pacific Golf & Turf LLC

Quote Summary

Prepared For:
 RITZVILLE MUNICIPAL GOLF
 104 E 10TH AVE
 RITZVILLE, WA 99169
 Business: 509-659-9868

Prepared By:
 Steve Lebsack
 Pacific Golf & Turf LLC
 6206 E Trent Ave Bld 2 St-a
 Spokane, WA 99212
 Phone: 509-879-5117
 slebsack@pacificgolfturf.com

Quote Id: 32756037
Created On: 30 April 2025
Last Modified On: 01 May 2025
Expiration Date: 30 May 2025

Equipment Summary	Selling Price	Qty	Extended
2019 JOHN DEERE 7500A ECUT 4WD, FAIRWAY MOWER - 1TC75EAVCKE065022	\$ 36,000.00 X	1 =	\$ 36,000.00
Equipment Total			\$ 36,000.00

Quote Summary

Equipment Total	\$ 36,000.00
SubTotal	\$ 36,000.00
Sales Tax - (8.00%)	\$ 2,880.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 38,880.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 38,880.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

PACIFIC
GOLF & TURF

Quote Id: 32756037

Customer: RITZVILLE MUNICIPAL GOLF

2019 JOHN DEERE 7500A ECUT 4WD, FAIRWAY MOWER - 1TC75EAVCKE065022

Hours: 1635

Stock Number:

Code	Description	Qty
LR 7500AE	JOHN DEERE 7500A ECUT FAIRWAY MOWER, 4WD, QA5 CUTTING UNITS	1
Standard Options - Per Unit		
4WD	4 WHEEL DRIVE TRACTION UNIT	1
CUTTING UNITS	QA5 QUICK ADJUST 7 BLADE CUTTING UNITS	1
FRONT ROLLER	2" GROOVED FRONT ROLLER	1
LIGHT	LIGHT KIT	1
OPERATOR STATION	TECH CONTROL OPERATOR STATION	1
REAR ROLLER	2" SMOOTH REAR ROLLER	1
ROOF	POLY ROOF CANOPY	1
SEAT	AIR RIDE SUSPENSION SEAT	1

Fund 500 ER&R

Description	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ESTIMATE	2025 BUDGET	% CHANGE 2024/ 2025 Budget
Beginning Fund Balance	\$928,708.16	\$1,049,743.71	\$1,000,757.22	\$1,049,743.71	\$1,222,561.73	
Revenue						
361 Investment Interest	\$9,393.32					
361 Earned Interest	\$1,252.73	\$1,477.27	\$1,795.00	\$1,466.08	\$1,300.00	
369 Judgements & Settlements				\$19,057.84	\$0.00	
395 Sales of Capital Assets						
340 Equipment Charges						
Cemetery Charges	\$3,900.00	\$3,900.00	\$1,500.00	\$1,500.00	\$6,377.00	
Police Charges	\$26,152.00	\$20,907.00	\$26,282.00	\$26,282.00	\$62,071.00	
Fire Charges	\$45,369.00	\$20,330.00	\$31,173.00	\$31,173.00	\$32,546.00	
Water Charges	\$0.00	\$1,996.00	\$60,567.00	\$60,567.00	\$77,191.00	
Sewer Charges	\$17,484.00	\$4,577.00	\$71,177.00	\$71,177.00	\$77,922.00	
Street Charges	\$46,019.00	\$3,558.00	\$110,711.00	\$110,711.00	\$117,249.00	
Park Charges	\$5,483.00	\$1,346.00	\$14,269.00	\$14,269.00	\$19,119.00	
Golf Charges	\$6,925.00	\$11,485.00	\$19,936.00	\$19,936.00	\$35,209.00	
TOTAL REVENUE	\$161,978.05	\$69,576.27	\$337,410.00	\$356,138.92	\$428,984.00	27%
Expenditure						
594 Fire Turnouts		\$20,459.71	\$25,000.00	\$15,000.00	\$13,500.00	
594 Fire Air Packs	\$16,896.50	\$30,000.00	\$10,200.00	\$5,000.00	\$15,000.00	
594 PW Jetter on Trailer					\$0.00	
594 PW Service Truck			\$100,000.00	\$84,081.60		
594 PW Mower		\$9,047.89	\$25,000.00	\$0.00		
594 PW Zero Turn Mower-Cemetery		\$9,047.89				
594 PW Street Sweeper						
594 PW Water Truck					\$100,000.00	
594 PW Snow Plow			\$120,000.00	\$0.00	\$135,000.00	
594 PW Gator			\$31,500.00	\$0.00	\$31,500.00	
594 PW Asphalt Cutter					\$10,000.00	
594 PW Car Trailer					\$14,000.00	
594 Police Car	\$24,046.00	\$27,325.00		\$79,239.30	\$76,000.00	
594 Golf Greensmaster Mower		\$23,000.00				
594 Golf Goundmaster Mower			\$23,000.00	\$0.00	\$45,000.00	
594 Other Capital Outlay	\$0.00	\$0.00				
TOTAL EXPENDITURES	\$40,942.50	\$118,880.49	\$334,700.00	\$183,320.90	\$440,000.00	31%
Ending Fund Balance	\$1,049,743.71	\$1,000,439.49	\$1,003,467.22	\$1,222,561.73	\$1,211,545.73	

PD Patrol Car

Create Vehicle Purchase Request

Organization Information

Status: Quote
Quote Number: 2025-4-722
Organization: 20104 - RITZVILLE, CITY OF - 20104
Order Contact:
Contact Phone:
Delivery City: RITZVILLE
Internal Notes:
Notes to Dealer:

Submitted To Dealer: No
Quote Created By: scott.yaeger@ritzville-wa.us
Contact Email: scott.yaeger@ritzville-wa.us
Organization Reference #:

Contract & Dealer Information

Contract #: 28423 - Motor Vehicles
Dealer: Bud Clary Ford
Dealer Contact: Kathleen Brennan
Dealer Phone: (360) 423-4321 Ext: 10943
Dealer Email: ford.orders@budclary.com

Color Options	
Color Name	Qty
Agate Black (UM)	1
Tax Exempt: N	

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2025-05001-0001	2025 Ford Police Interceptor, Pursuit-Rated SUV/Utility AWD (ICE/HEV)	1	\$46,341.00	\$46,341.00
2025-05001-0003	INFORMATION ONLY: Bud Clary Ford Hyundai (Clary Longview, LLC) - DES Vendor #W403, State Vendor Payee #SWV0271256	1	\$0.00	\$0.00
2025-05001-0004	INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0202.?	1	\$0.00	\$0.00

2025-05001-0005 INFORMATION ONLY: Ford Motor Company is not able to guarantee that this vehicle will be produced during the current model year production cycle. Also, due to uncontrollable increasing costs of raw materials, Ford might not be able to provide price protection for vehicles that will need to be re-ordered as 2026 model year.

If Ford is unable to build this vehicle, we will contact you when we receive notification, offering the choice of order cancellation without penalty or acceptance of 26MY CARS contract pricing to re-order vehicle (and upfits if applicable) with factory expedited scheduling.

2025-05001-0006 INFORMATION ONLY: Bad Clary Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Custom bodies cannot be cancelled. 2WD and 4x2 vehicles cannot be cancelled. Absolutely NO cancellation if customer has licensed/registered vehicle.

2025-05001-0009 INFORMATION ONLY (2026MY): EXTERIOR Dimensions: 198.8in Overall Length, 119.1in Wheelbase, 69.4in Height, 78.9in Width (mirrors folded), 89.3in Width (mirrors extended), Ground Clearances (7.4in w/ 3.3L HEV, 7.2in w/ 3.0L EcoBoost, 7.6in w/ 3.3L Direct-Injection V6) [INTERIOR Dimensions: Front/Rear Head (40.7in/40.4in), Shoulder (61.8in/61.3in), Hip (39.3in/39.1in), Leg (40.9in/40.7in), Cargo Opening Height 31.9in, Cargo Opening Width 47.6in, Cargo Area Width 47.9in, Cargo Area Length 46.2in]

2025-05001-0010 2025 Ford Police Interceptor AWD Pursuit-Rated Utility/SUV, 3.3L V6 Direct-Injection (285 HP @ 6500 RPM, 260 lb.-ft. Torque @ 3000 RPM) (136-ADPH Top Speed), 10-Speed Automatic Police-Calibrated Transmission (Column Shifter), 255/60R 18 All-Season BSW Tires, HD Steel Wheels, HD 80-Amp 750CCA Battery, HD 250 Amp Alternator, 21.4 Gallon Fuel Tank, 3.73 Axle Ratio, 6465# GVWR, 1670# Payload, 5000# Towing Capacity, 7.6in Ground Clearance (K8A/500A/TT96) THIS IS THE BASE VEHICLE -- Please review standard specs to view complete description.

2025-05001-0016 Ultimate Wiring Package [Includes Rear Console Mounting Plate #65R, Pre-wiring for Grille LED Lights, Siren and Speaker #60A, Plus: Wiring harness IP to Rear Cargo Area (overlay): two (2) light cables - supports up to six (6) LED lights (engine compartment/grille) and one (1) 10-amp siren/speaker circuit engine compartment, rear hatch/cargo area wiring - supports up to six (6) rear LED lights] (Does not include LED lights, side connectors or controller) (Recommend Police Wire Harness Connector Kit #67V) (Not available with Police Upgrade Pkg #65U or Ready for the Road Pkg #67H) (67U)

2025-05001-0020 Police Wire Harness Connector Kit - Front/(NEW)/Rear (For connectivity to Ford PI Package Solutions) [FRONT includes two (2) male 4-pin connectors for siren, five (5) female 4-pin connectors for lighting/siren/speaker, one (1) 4-pin IP connector for speakers, one (1) 4-pin IP connector for siren controller connectivity, one (1) 8-pin sealed connector, one (1) 14-pin IP connector] [REAR includes two (2) male 4-pin connectors for siren, five (5) female 4-pin connectors for lighting/siren/speaker, one (1) 4-pin IP connector for speakers, one (1) 4-pin IP connector for siren controller connectivity, one (1) 8-pin sealed connector, one (1) 14-pin IP connector] (67V)

2025-05001-0022 Side Marker LED, Sideview Mirrors (Driver side - Red / Passenger side - Blue) (Located on backside of exterior mirror housing) (LED lights only, Wiring and controller are not included) (Not compatible w/ Police Upgrade Package #65U) (63B)

2025-05001-0035 Badge Delete (Deletes Police Interceptor badging on rear liftgate and Interceptor badging on front hood when ordered with EcoBoost engine) (16D)

2025-05001-0036 Doors/Locks: Rear Door Controls Inoperable - locks, handles and windows (locks/windows operable from drivers door switches) (68G)

2025-05001-0039 Global Lock/Unlock Feature (Door panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer and PATRO Time. Also eliminates the blue liftgate release button functionality. (18D)

2025-05001-0200 INFORMATION ONLY: #200-899 Dealer Installed Options: (#240-299 Setra Manufacturing Equipment: push bumpers, window guards, partitions, prisoner seats, and more) (#300-399 Lighting: Amber lighting packages and options, Spoilights) #900-999 Police/Fire/Amber Lighting packages installed by Day Wireless, Longview. (To view #900-999 options, click on DISPLAY UPRFT OPTIONS at bottom of page).

2025-05001-0202 VEHICLE DELIVERY - PLEASE SELECT ONE:

2025-05001-0205 Delivery to customer location in Eastern Washington. (DLR)

2025-05001-0213 Mud Flaps, OEM molded (set of 4) (DLR)

2025-05001-0240 INFORMATION ONLY: #250-299 Setra Manufacturing equipment will be installed by dealer prior to vehicle delivery. Contact dealer if you would like partitions and/or transport seats shipped partially installed or uninstalled. Pricing good for vehicle orders scheduled by June 30, 2025.

2025-05001-0253	Setina - 10VSRP Front Partition with Lower Center Recess Panel, Horizontal Polycarbonate Sliding Window (Includes Tallman upgrade - allows additional seat recline for driver) (DLR) (SET201)	1	\$1,278.00	\$1,278.00
2025-05001-0260	Setina - Double Weapon Mount with Universal XL and 1082E Blac-Rac (New Cold Wire Technology included) (Motoruary Switch is required if NOT wiring into Smart Siren Controller) (Must also order RP Partition) (DLR) (SET232)	1	\$894.00	\$894.00
2025-05001-0269	Setina - 2nd Row Window Barriers, Steel Bars (Must also order Ready for the Road Package #67H, Hidden Door Lock Plunger #52P or Inoperable Rear Door Locks #68G) (DLR) (SET322)	1	\$309.00	\$309.00
2025-05001-0272	Setina - 12VS Rear Partition, Vinyl Coated Metal Mesh (DLR) (SET401)	1	\$971.00	\$971.00
2025-05001-0274	Setina - Rear Cargo Storage Module with Lower Drawer, Upper Lift-up Locking Box (combination lock), installed (Must also order 12VS Rear Partition) (Setina) (DLR) (SET415)	1	\$1,702.00	\$1,702.00
2025-05001-0300	INFORMATION ONLY: #300-399 Lighting options. Options #301: Amber package, installed prior to delivery. Options #310-399: Lighting addons, requires combining with Amber Package #301 or with controller/switch #302/303. Bud Clary Amber Lighting options #300-399 NOT COMPATIBLE with Day Wireless Amber Lighting options #900-999. Pricing is effective for vehicle orders received by 12/19/2025.	1	\$0.00	\$0.00
2025-05001-0313	SPOTLIGHT - Single Whelen Arges flood/spot combo light, fender mounted, DRIVER side, with control head in cab. 1,800 Lumen light, 5* spotlight to 60* floodlight variable beam width, 360* rotation with 180* tilt range. Not compatible with factory spotlight installed in A-pillar. (does not require additional amber lighting package) (SL341)	1	\$1,634.00	\$1,634.00
2025-05001-0900	INFORMATION ONLY: #900-999 Day Wireless Lighting/Wiring/Console/Angel Armor Uplifts will be installed prior to vehicle delivery. (#901-909 Police Red/Blue LEDs) (#910-929 Whelen Police LEDs) (#930-939 Fire Red LEDs) (#940-949 Whelen Fire LEDs) (#950-989 Options and Upgrades) (#990-999 Warning Amber LEDs) Day Wireless Longview 360-423-3690. Pricing is effective for 2025 Model Year orders.	1	\$0.00	\$0.00
2025-05001-0910	POLICE: (Whelen Base Package) Installed equipment includes: (2) Micron grill lights (RED driver/BLUE Pass), (2) ION-T dual color front corner lights (R/W driver/B/W pass), (2) ION-T single color rear side window lights (RED driver/BLUE pass), (2) ION-T single color rear hatch lights (RED driver/BLUE pass), (2) VERTEX LED inserts in backup light lenses (RED driver/BLUE pass), (2) ION-T single color lights on interior bottom of hatch (RED driver/BLUE pass), GENCOM Carbide siren package (CCSRN36 head). Console package includes Gamber Johnson computer mount ready console, cup holders, armrest, (3) 12v ac ports. Single radio prewire (antenna in roof) and power, main wiring harness. (MUST SELECT INTERIOR OR EXTERIOR WHELEN LIGHTBAR PACKAGE OPTION. Not compatible non-Whelen lightbar options) (DW910)	1	\$10,502.00	\$10,502.00
2025-05001-0915	POLICE: (Anterior Lightbar) Installed equipment includes: Front and rear window interior Whelen WECAN visor lightbars. Split color (RED driver/Blue pass) also includes takedowns. (Must order Ready for the Road Completion Package #904, cannot be purchased separately) (DW915)	1	\$2,835.00	\$2,835.00
2025-05001-0926	WHELEN UPGRADE: Upgrade any Whelen Base Package (Police or Fire) to Whelen CORE system with dual expansion modules CEM8's. Features OBD control and standard programming includes: auto dim, open door light disable/enable, siren park kill, lightbar park flash patterns. (MUST ORDER ANY WHELEN BASE PACKAGE AND INTERIOR/EXTERIOR LIGHTBAR, NOT COMPATIBLE WITH READY FOR THE ROAD PACKAGES) (DW926)	1	\$669.00	\$669.00
2025-05001-0960	Console Radio Install: Complete installation of radio in console with antenna, power, coax, and microphone clip. (Must specify radio model and frequency band) (requires lighting package) (DWS-RADIO INSTALL.) (DW960)	1	\$194.00	\$194.00

Request Totals

Total Vehicles:	1
Sub Total:	\$69,896.00
8.400 % Sales Tax:	\$5,871.26
Request Total:	\$75,767.26

Save/Close

Submit to Dealer

Fund 500 ER&R

Description	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ESTIMATE	2025 BUDGET	% CHANGE 2024/ 2025 Budget
Beginning Fund Balance	\$928,708.16	\$1,049,743.71	\$1,000,757.22	\$1,049,743.71	\$1,222,561.73	
Revenue						
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361 Earned Interest	\$1,252.73	\$1,477.27	\$1,795.00	\$1,466.08	\$1,300.00	
369 Judgements & Settlements				\$19,057.84	\$0.00	
395 Sales of Capital Assets						
340 Equipment Charges						
Cemetery Charges	\$3,900.00	\$3,900.00	\$1,500.00	\$1,500.00	\$6,377.00	
Police Charges	\$26,152.00	\$20,907.00	\$26,282.00	\$26,282.00	\$62,071.00	
Fire Charges	\$45,369.00	\$20,330.00	\$31,173.00	\$31,173.00	\$32,546.00	
Water Charges	\$0.00	\$1,996.00	\$60,567.00	\$60,567.00	\$77,191.00	
Sewer Charges	\$17,484.00	\$4,577.00	\$71,177.00	\$71,177.00	\$77,922.00	
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TOTAL REVENUE	\$161,978.05	\$69,576.27	\$337,410.00	\$356,138.92	\$428,984.00	27%
Expenditure						
594 Fire Turnouts		\$20,459.71	\$25,000.00	\$15,000.00	\$13,500.00	
594 Fire Air Packs	\$16,896.50	\$30,000.00	\$10,200.00	\$5,000.00	\$15,000.00	
594 PW Jetter on Trailer					\$0.00	
594 PW Service Truck			\$100,000.00	\$84,081.60		
594 PW Mower		\$9,047.89	\$25,000.00	\$0.00		
594 PW Zero Turn Mower-Cemetery		\$9,047.89				
594 PW Street Sweeper						
594 PW Water Truck					\$100,000.00	
594 PW Snow Plow			\$120,000.00	\$0.00	\$135,000.00	
594 PW Gator			\$31,500.00	\$0.00	\$31,500.00	
594 PW Asphalt Cutter					\$10,000.00	
594 PW Car Trailer					\$14,000.00	
594 Police Car	\$24,046.00	\$27,325.00		\$79,239.30	\$76,000.00	
594 Golf Greensmaster Mower		\$23,000.00				
594 Golf Goundmaster Mower			\$23,000.00	\$0.00	\$45,000.00	
594 Other Capital Outlay	\$0.00	\$0.00				
TOTAL EXPENDITURES	\$40,942.50	\$118,880.49	\$334,700.00	\$183,320.90	\$440,000.00	31%
Ending Fund Balance	\$1,049,743.71	\$1,000,439.49	\$1,003,467.22	\$1,222,561.73	\$1,211,545.73	

PD Computers

Getac

FINANCIAL SERVICES

Sales Proposal

This Sales Proposal is not a binding contract

Dear Valued Customer:

5 year lease

It is my pleasure to provide you with this Sales Proposal which outlines the extended payment terms for your product acquisition. If you have any questions about the Sales Proposal or the process, please call or email me at the contact information below. Thank you for the opportunity to earn your business!

SALES PROPOSAL AND PRODUCT DETAILS

Sales Proposal Number: SP20250417200804465468
Sales Proposal Date: 04/24/2025
Customer: City of Ritzville
Product Value: \$29,963.58
Contract Type: Lease Agreement
Currency: United States dollar
Credit Status: pending
Additional Information: RitzvillePD-250423

PAYMENT OPTIONS

Option #	Term	Frequency	Purchase Option	Payment
5	60	Monthly	\$1.00 Purchase Option	\$618.20
6	20	Quarterly	\$1.00 Purchase Option	\$1,841.89
7	60	Monthly	Fair Market Value	\$621.86
8	20	Quarterly	Fair Market Value	\$1,842.10

\$ 7418.40/Annually

PRODUCT DETAILS

Line	Part Number	Product Description	Product Value
1	SU477AQASSFX	S510 INCLUDES: INTEL CORE ULTRA 7 155U PROCESSOR + THUNDERBOLT	\$21,569.64
2	GE-SVSRNFX5Y	BUMPER TO BUMPER + EXTENDED WARRANTY- S SERIES LAPTOP (\$3,060.00
3	5433GA890102	S510 - HAVIS, VEH DOCK W/PORT REPLICATION, W/TRI PASSTHRU,	\$4,739.94
4	GAD2X8	GETAC 120W 11-16V, 22-32V DC VEH ADPTR	\$594.00

This Sales Proposal is valid for thirty (30) days from the Sales Proposal Date listed above. Sales Proposals are conditional and do not constitute an obligation or commitment by us to enter into any transaction. Complete terms and conditions of any transaction will be detailed on definitive transaction documents. Any contemplated transaction is subject, without limitation, to the following conditions: 1) Complete review and approval of credit information and due diligence items related to the prospective customer, any guarantors, and any of their affiliates as determined by us in our sole and absolute discretion; and 2) Execution and delivery of definitive transaction documents, ancillary documents, and guaranties each in form and substance acceptable to us. Payment options provided herein are subject to change based on: 1) Any fluctuations in published like-term swap rates; 2) Any changes to Product details contained herein. The Payment options contained herein do not include any applicable taxes unless specifically detailed herein. USA PATRIOT ACT NOTICE: For transactions entered into in the USA, to help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When a customer enters into a transaction with us, we ask for the customer's business name, address and other information that will allow us to identify the customer. We may also ask to see other documents that substantiate the customer's business identity.



WIRELESS ACCESS TECHNOLOGIES

Wireless Access Technologies
 PO Box 5704
 Bellingham, WA 98227-5704
 p 360-739-9119

Dale.Nakatani@wirelessaccesstechnologies.com

Quote/Order No.

RitzvillePD-250423

Customer PO:

quote

Date:

23-Apr-25

Ship via:

FedEx

EQUIPMENT QUOTE - Getac Lease option

Name City of Ritzville WA Police Department
 Address 209 North Adams Street
 Address _____
 City Ritzville St WA ZIP 99169
 Phone 509-659-1334 Mike Suniga


Name same Purchases Outright
 Address _____
 City, State _____ St _____ ZIP _____
 Phone _____

Qty	Part #	Description	Unit Price	TOTAL
6	SU477AQASSFX	<u>WA DES contract #05820 (Getac NASPO PA)</u> S510 includes: Intel Core Ultra 7 155U Processor + Thunderbolt 4 x 1, 15.6" + Windows Hello Webcam, Microsoft Windows 11 Pro x64 with 32GB RAM, 256GB PCIe SSD (Main storage-user swappable), Sunlight Readable (Full HD LCD + Touchscreen + Stylus), US KBD + US Power Cord, Membrane Backlit KBD, WIFI + BT + 5G Sub-6 w/ dedicated GPS + Passthrough, Battery x 2 + Barcode Reader (Factory installed, Not removable), Without any extra option, 3 Year Limited Warranty msrp \$5194	\$ 3,594.94	\$ 21,569.64
6	GE-SVSRNFX5Y	Bumper to Bumper + Extended Warranty- S series Laptop (Yr's 1,2,3,4 & 5) msrp \$699	\$ 510.00	\$ 3,060.00
6	5433GA890102	S510 - Havis, Veh Dock w/port replication, w/Tri Passthru, w/screen support msrp \$1131	\$ 789.99	\$ 4,739.94
6	GAD2X8	Getac 120W 11-16V, 22-32V DC Veh adptr (Bare Wire), 3 year warr. msrp \$109.99	\$ 99.00	\$ 594.00

Note: Getac systems are built to order and are not returnable.
 Terms: Payment due with invoice by check (next check run or ACH) or lease

Payment Details			SubTotal	\$ 29,963.58
Billing vendor: WAT, Inc. PO Box 5704 Bellingham, WA 98227	Remit to: WAT, Inc. PO Box 5704 Bellingham, WA 98227	Sold by vendor: WAT, Inc. PO Box 5704 Bellingham, WA 98227-5704	Shipping	\$ -
Terms: Getac Finance (lease)	Payment type: ACH		tax 8.0%	\$ 2,397.09
			TOTAL	\$ 32,360.67

Order placed by: _____



buyer/agent _____ title _____ date _____

Notes/Remarks _____

 to replace existing laptops

Fund 002 Criminal Justice Monies

Description	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ESTIMATE	2025 BUDGET	% CHANGE 2024/ 2025 Budget
Beginning Fund Balance	\$3,166.53	\$582.29	\$4,115.45	\$3,977.61	\$6,948.35	
Revenue						
336 Criminal Justice-Pop	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
336 CJ Special Programs	\$2,163.02	\$2,272.16	\$2,410.00	\$2,396.97	\$2,506.00	
336 Dui-Cities	\$203.28	\$123.16	\$123.00	\$173.77	\$123.00	
TOTAL REVENUE	\$3,366.30	\$3,395.32	\$3,533.00	\$3,570.74	\$3,629.00	3%
Expenditures						
521 Supplies	\$3,888.00		\$2,500.00	\$0.00	\$1,000.00	
Tasers		\$0.00				
Radio Replacement						
Vests						
Dash Camera						
Speed Trailer						
521 Communications	\$410.47	\$0.00	\$500.00	\$600.00	\$600.00	
521 Professional Services	\$1,652.07					
TOTAL EXPENDITURES	\$5,950.54	\$0.00	\$3,000.00	\$600.00	\$1,600.00	-47%
Ending Fund Balance	\$582.29	\$3,977.61	\$4,648.45	\$6,948.35	\$8,977.35	

Fund 003 Law and Justice

Description	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ESTIMATE	2025 BUDGET	% CHANGE 2024/ 2025 Budget
Beginning Fund Balance	\$174,226.28	\$186,149.72	\$177,401.39	\$195,658.08	\$204,048.37	
Revenue						
313 Local Criminal Justice	\$32,743.46	\$36,767.44	\$32,000.00	\$36,410.00	\$36,410.00	
TOTAL REVENUE	\$32,743.46	\$36,767.44	\$32,000.00	\$36,410.00	\$36,410.00	14%
Expenditures						
521 New Officer Gear & Training	\$2,609.41	\$1,940.44	\$12,000.00	\$12,000.00	\$20,000.00	
521 New Chief of Police Gear					\$3,000.00	
521 Supplies	\$9,160.61	\$20,212.38	\$17,500.00	\$2,000.00		
Axon Body Cameras Lease					\$14,000.00	
Radio Replacement						
Dash Cameras			\$4,300.00		\$4,300.00	
PD Cameras						
Portable Radio			\$3,300.00	\$5,031.22	\$0.00	
Tasers Lease			\$3,300.00	\$3,888.00	\$3,888.00	
Sidearms			\$10,000.00	\$0.00	\$10,000.00	
Computers					\$16,500.00	
521 Professional Services	\$8,450.00	\$700.00		\$607.00	\$5,000.00	
Lexipro policy program			\$4,500.00	\$4,493.49	\$5,000.00	
Other Professional Services	\$600.00	\$2,536.33				
521 Communications	\$0.00	\$1,869.93				
597 Operating Transfers Out						
TOTAL EXPENDITURES	\$20,820.02	\$27,259.08	\$54,900.00	\$28,019.71	\$81,688.00	49%
Ending Fund Balance	\$186,149.72	\$195,658.08	\$154,501.39	\$204,048.37	\$158,770.37	

**CITY OF RITZVILLE
RESOLUTION 2025-03**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RITZVILLE ADOPTING A
WATER AND SEWER REDUCED RATE POLICY FOR LOW-INCOME CITIZENS.**

WHEREAS, RCW 57.08.014 authorizes the City of Ritzville to provide for reduced water and sewer rates for low-income persons or classes of low-income persons; and

WHEREAS, RCW 57.08.014 further provides that other financial assistance available to low-income persons shall be considered in determining charges and rates for low-income persons; and

WHEREAS, it is further provided by statute that notification of special rates or charges established by the City of Ritzville shall be provided to all persons served by the City annually and upon initiating service. Information on cost shifts caused by the establishment of special rates or charges shall also be included in the notification; and

WHEREAS, the City Council of City of Ritzville has determined it to be in the best interest of low-income citizens to establish a reduced water and sewer rate policy as per Ritzville City Code Chapter 10.10 Billing and Collection for City Utilities.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Ritzville does resolve as follows:

Section One: In order to be considered eligible for a reduced water and sewer rate charge, any low-income citizen must make application to the City. The application for a reduction in water and sewer rates are attached hereto as Exhibit A" is adopted by the City Council.

Section Two: A low-income citizen shall mean a person who has established the City of Ritzville as their residence and whose total disposable income including that of his or her spouse or co-tenant/s does not exceed the amount specified in RCW 84.36.381(5)(b) as the same exists or is hereafter amended. Income thresholds are as posted at Washington State Department of Revenue Income Threshold on the dor.wa.gov website.

Section Three: Total disposable income of any low-income citizen shall be established by verification by city staff of Federal Tax return for the prior year; verification of the IRS low-income, no-reporting statement; Social Security statements and/or unemployment benefit statements.

Section Four: No rate reduction shall be afforded to any person shown as a dependent on the income tax return of any other individual, whether or not such person resides at the location for which the rate reduction is sought, unless the total combined disposable income of the applicant, along with their spouse, co-tenant and all family members shown on the income tax return in which the applicant is shown as a dependent, meets the standards established by Ritzville City Code Chapter 10.10 Billing and Collection for City Utilities.

Other requirements to be eligible for the low-income reduced water and sewer rate policy of the City of Ritzville shall include the following:

- (a) Any applicant must reside in the residence where the reduced water and sewer rate is being requested;
- (b) Any applicant's residence must have a separate water meter;
- (c) Any tenant applicant must pay the water and sewer bill directly to the City of Ritzville;
- (d) Any applicant must be the named low-income citizen on the City's utility billing system;
- (e) Only one parcel of property owned by any one applicant may be eligible for the reduced water and sewer rate charge;
- (f) All applications must be renewed annually. A renewal letter will be sent to all participants receiving a reduced water and sewer rate charge in May of each year. Applicants will have 30 days thereafter to reapply for the reduced water and sewer rate charge. Any applicant failing to reapply within the 30 day period may be subject to discontinuation of the reduced water and sewer rate charge;
- (g) All applicants must agree to notify the City's clerk treasurer staff when moving from the residence where the reduced water and sewer rate charge is being applied;
- (h) All applicants must agree to repay the City for all amounts undercharged to the applicant by the City if an applicant is found to have been ineligible for the reduced water and sewer rate charge;
- (i) All applicants must agree to provide additional information to the City Clerk Treasurer staff when requested regarding their age, residence and/or income as may be required by the City from time to time;
- (j) All applicants must agree that the information provided to the City of Ritzville to participate in the low-income citizen rate reduction program is a public record and may be subject to public disclosure.

Section Five: The City Staff is authorized to take all necessary actions to implement this Resolution, ensuring transparency and accountability throughout the process. Additionally, any disputes arising from the implementation of this Resolution shall be addressed in accordance with Resolution 2009-09, which outlines the procedures for dispute resolution.

Section Six: The low-income water and sewer rate reduction policy shall become effective upon adoption of this resolution.

BE IT HEREBY RESOLVED that the Low-Income Water and Sewer Rate Reduction Policy, as attached to and incorporated herein, be and is hereby approved.

PASSED AND ADOPTED by the City Council of the City of Ritzville, State of Washington on this 5th day of May 2025.

This resolution shall take effect immediately upon its adoption.

Scott Yaeger, Mayor

ATTEST:

Julie Flyckt, Clerk-Treasurer



LOW-INCOME WATER AND SEWER RATE REDUCTION APPLICATION INSTRUCTIONS

PROGRAM OVERVIEW:

The City of Ritzville offers reduced rates to qualified low-income citizens for water and sewer utilities. If approved, you will receive a 20% discount for water and a 20% discount for sewer on your utility bill.

To qualify for the program, you must meet the following requirements:

- € Reside at the address receiving Ritzville utility services as your primary residence (occupied for more than six months each calendar year);
- € Applicant's residence must have a separate water meter;
- € Applicant must be the named low-income citizen on the City's utility billing system;
- € Any tenant applicant must pay the water and sewer bill directly to the City of Ritzville;
- € Only one parcel of property owned by any one applicant may be eligible for the reduced water and sewer rate charge;
- € Meet the total threshold requirements below; and
- € Provide copies of the required documents outlined in the "How to Apply" section.

For Your 2025-2026 Application, These are the Income Requirements	
Threshold	Total Household Income
1 and 2	\$36,000 or less per year

Source: Income thresholds 1 and 2 for tax years 2024-2026, per RCW 84.36.381(5)(b). listed on www.dor.wa.gov website and search for "Income Thresholds".

A low-income citizen shall mean a person who has established the City of Ritzville as their residence and whose total disposable income including that of his or her spouse or co-tenant/s does not exceed thresholds 1 and 2 listed above (per RCW 84.36.381(5)(b)).

Total disposal income is the adjusted gross income for each individual over the age of 18 living in the household per RCW 84.36.383(7). Examples of items that are not included in the gross income include amounts deducted for loss, pension and annuity receipts, military pay, veterans' benefits, attendant-care payments, medical-aid payments, disability compensation, federal social security act and railroad retirement benefits, and capital gains.

No rate reduction shall be afforded to any person shown as a dependent on the income tax return of any other individual, whether or not such person resides at the location for which the rate reduction is sought, unless the total combined disposable income of the applicant, along with their spouse, co-tenant and all family members shown on the income tax return in which the applicant is shown as a dependent, meets the standards established by Ritzville City Code Chapter 10.10 Billing and Collection for City Utilities.

To qualify for a low-income water and sewer rate reduction, your total household income cannot exceed the low-income thresholds listed on the prior page. Examples of income and required documentation are described in the “How to Apply” section below.

HOW TO APPLY:

If you meet the program requirements, please fill out and return the enclosed Low-Income Water and Sewer Rate Reduction Application along with copies of the following for EACH individual living in the household:

- € **Documentation** – *please block out your Social Security number and financial account numbers on all copies provided to city hall, please make sure your name and address are still visible.*
 - Are you required to file a federal tax return? ___YES ___NO
If yes, it must be attached to this application (as well as the next requirement).
 - Provide a complete copy of your prior year IRS tax return, including all pages and schedules.
 - If you are not required to file a tax return, provide copies of all year-end bank statements (prior year for January through December). We must be able to verify that the money deposited into your bank account(s) matches your reported income.
 - All income information must be disclosed whether federally taxable and federally reported or not on your tax return.
- € **Application** – please submit the above required documentation with your completed application.

If approved, the rate reduction will be effective only after a completed application is submitted and approved by the Clerk-Treasurer or their designee. The application is non-transferable.

Please contact City Hall if you have any questions. We can be reached by phone at 509-659-1930, email us at customerservice@ritzville-wa.us or in person.

Return the application and required documentation by mail, city hall drop box, or in-person to:
City of Ritzville, 216 E Main Ave., Ritzville, WA 99169.



LOW-INCOME WATER AND SEWER RATE REDUCTION APPLICATION

Account No.: _____ E-mail: _____

Name: _____ Phone No.: _____

Address: _____

To qualify for the rate reduction, the applicant must be 18 years of age or older.

INSTRUCTIONS: Please fill out the gross annual household income worksheet below and enclose copies of income documentation for ALL household occupants as outlined in the "How to Apply" section of the application. If we are unable to verify your income, your application will be denied. **Please block out your Social Security number and financial account numbers on all copies provided to city hall.**

Annual Income Source	Applicant	Resident #2	Resident #3	Resident #4
Social Security Income (SSA, SSI, SSDI, 1099)				
Salary/Wages/Tips (W-2)				
Pension/Veterans' Benefits/Annuities (1099-R)				
Interest/Dividends (1099-INT or 1099-DIV)				
Capital Gains/Losses (1040 + Schedule D)				
Business/Rental Income (1040 + Schedule C)				
IRA Withdrawal (1099-R)				
Other Income (e.g. unemployment, gifts/cash, military pay/benefits, equity payments)				
TOTAL ANNUAL INCOME	\$	\$	\$	\$

I, the undersigned, under penalty of perjury of the laws of the State of Washington do hereby declare and certify:

- I read and understand all of the program guidelines provided with this application. All the information provided by me on this application is accurate, complete and true to the best of my knowledge.
- I understand that any attempt to falsify my information will result in my disqualification from the program for this year and may subject me to further civil or criminal penalties.
- I understand all applications must be renewed annually. A renewal letter will be sent to all participants receiving a reduced water and sewer rate charge in May of each year. Applicants will have 30 days thereafter to reapply for the reduced water and sewer rate charge. Any applicant failing to reapply within 30 day period may be subject to discontinuation of the water and sewer rate charge.
- I promise that I will promptly notify the City in writing of any change in my financial situation that would disqualify me from receiving the water and sewer rate reduction or if I should move from the above residence.
- I promise that I will promptly repay the City for any undercharges that have been made if it is determined that I am not qualified.
- I agree to provide the City with such additional information about my income and residence as may be requested from time to time in order to establish eligibility.
- I agree the information provided to the City of Ritzville to participate in the low-income citizen rate reduction program is public record and may be subject to public disclosure.

Applicant Printed Name

Signature

Date

INTERNAL USE

Date Received

Approved By

Date Approved

RITZVILLE PUBLIC DEVELOPMENT AUTHORITY

March 26, 2025

REGULAR MEETING MINUTES

The meeting was called to order at 4:35pm by President Erika Hennings at the Adams Conservation District office. Board members attending were Damon Roth, Kris Robbins and Kayli Maier. Also attending were Dennis Chamberlain.

Consent agenda: A motion to approve the consent agenda and the current financial report as amended was made by Damon and seconded by Kris. **MP Bills** approved for payment were to Leffel, Otis and Warwick \$120.00 (check #1188), City of Ritzville \$268.15 each (check #1189) for utilities, City of Ritzville \$152.00 (check #1190) for refuse dumpster and Dennis Chamberlain \$352.50 (check #1191) for supplies for the upstairs remodel.

Correspondence: Erika reported that she had received by mail: Umpqua Bank for for updated information for their lease.

Bank Building: Keith will have to finish the bathroom for us at a later date. Erika will contact Basin Wood Floors about ballroom floor repairs and refinishing.

Commerce loan project: Dennis has continued doing lots of work on our project. He reported that the electrical inspection passed so now dry walling and plaster work can be completed in the office spaces. He mentioned that we will probably need to get individual coded locks for each office and that we will need some additional window trim. He also suggested that we remove a wall in the old dentist's office so that the RPDA will have an office and some storage also.

Phil Peterson has raised the landing railing on the Main Street staircase, will do other one also.

It was suggested that a letter be written to Isaac with our concerns about getting our project done before the grant monies are no longer available.

Possible rent amounts for the offices were discussed with a possible \$500 per office being mentioned. The question was asked if this included WiFi connection. Kris was able to contact Jason Keil and he agreed to give as advice as soon as we are ready and the fiber is available in Ritzville.

Ballroom: Erika will contact Basin Wood Floors about ballroom floor repairs and refinishing. Mary Chamberlain will resubmit the application for the T-Mobile grant.

AG Discovery Center report: No report.

ACDC: No report.

Social Media: Kayli posted our meeting announcement on Facebook. She will post pictures of the continued work in the upstairs.

City of Ritzville Report: Dennis is getting ready to do more work for the City's tree planting project for Arbor Day and he is hoping that Innovia will grant the monies for benches in the downtown plaza.

Kris updated the board on the school's project for the childcare and physical therapy facility. The hospital lost the federal funding, so plans are being reviewed on how to move forward.

Ritzville Events: The annual Easter Egg hunt will be held again this year at the City Park.

The date of the next meeting of the RPDA will be announced at a later date.

Meeting adjourned: Motion to adjourn the meeting at 5:48pm was made by Kayli and seconded by Damon. **MP**

Minutes submitted by Erika Hennings, President RPDA

May 1st, 2025 City of Ritzville Personnel Committee Meeting

TOPIC: Correction to minutes and wrapping up edits

Called to order at 4:35 p.m. in the council chambers.

ATTENDEES:

Mayor: Scott Yaeger

Councilmember: Michelle Plumb

Department Head: City Clerk Julie Flyckt

Department Head: Public Works Director Dave Breazeale, excused

FT permanent employee: Kevin Schaefer

SUPPORTING DOCUMENTATION

Members acknowledged receiving the compiled edits provided by the City Clerk.

RULE 12-5

City Clerk Flyckt pointed out that this rule was mislabeled in the last minutes. Should be 12-15.

REVIEW OF EDITS

12-15: Edits were accepted.

6-9: Need to fix the last "pay" to be "wage" in the last paragraph.

12-8: Just need to remove the crossed-out "third."

8-3: Edits were accepted.

4: Create new section 4-14 GENERAL CONFLICT OF INTEREST. Some language in the Zywave version needs to be updated, for example "company" to "city." Julie will review MRSC model policies to see if there are better fits for a government agency.

The committee felt that we will likely be able to email comments regarding the Rule 4 edits, but if it becomes too cumbersome, we will set another meeting.

Meeting adjourned at 5:20 p.m.