

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, Mike Schrag, Jen Verhey, Jessica Quinn, and William Green. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, City Police Chief Dave McCormick, and City Attorney John Kragt. City Fire Chief Joel Bell and Council Member Garrett Blauert were excused. Also, present were Linda Schrag, Courtney Green, Dale Galbreath, Amy Galbreath, Derek & Susan Schafer, Ben Varela from Varela & Associates, and Dale Brown from the Cheney Free Press.

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 March 5th, 2024, as presented. 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. Adams County Broadband Conduit Utility Use Agreement-** Council Member Dennis Chamberlain asked Attorney Kragt if he had reviewed the agreement. John Kragt stated we had looked at it at the last meeting, and he asked for some directions. Councilmember William Green sent out an email with a lot of really good stuff, and Kragt did not know if anyone wanted any of it incorporated, so Kragt has effectively not done anything since then. It's a pretty boiler plate agreement on this one going across I-90. Kragt stated, it is a straight utility use agreement. It references the conduit and fiber optic but there is nothing on this easement about sewer or water. Dale Galbreath stated Galbreath Land & Livestock has an easement in front of them to review once it gets under I-90. Mayor Yaeger stated there won't be any construction plans until it goes out to bid, and that could be eight months from now. The county is still working on design, and there are still a lot of pole agreements from Avista and Noa-Net that are still in the works. Council Member Dennis Chamberlain made a motion to approve the mayor to sign the Utility Use Agreement between the City of Ritzville and Adams County. Council Member Mike Schrag seconded the motion. Motion passed 6-0.
- B. Adams County Broadband Colo Easement-** Mayor Yaeger stated section two in the last sentence has been updated in the easement, which was something similar to what Kragt had brought up last week. Council Member Dennis Chamberlain made a motion to accept the Grant of Easement to Parcel Number 1935230501406 between the City of Ritzville and Adams County. Council Member Mike Schrag seconded the motion. Motion passed 6-0.
- C. Well 8R Pump Station Project-Change Order #1-** Ben Varela from Varela and Associates stated there are five change proposals under one change order for the Well 8R pump station. This has been in the works for awhile and it has been sent to RD and it looks like they are fine with it. They didn't say it was approved but they did ask for a signed change order form. The first proposal is 01R to utilize the existing control valve in Well 9 and bring that over to Well 8. Well 9 uses an oil lubricant line shaft, which puts food grade oil

into the water and coats the tank and the pipes. If Well 9 is changed over to discharge outside the well at every start up and it would flush some of that oil out. The oil drips constantly and it collects in the bottom of the well. If the well doesn't run all day or for several hours, once it kicks on it pumps whatever is in the well into the water system. The cost of the work will be \$32,000. Proposal number 02R is to update the existing radio system throughout the city. The current radio system the water system uses is no longer available. During the Well 8 bid process, it was required to match the radio system that Ritzville uses, and it turns out those are obsolete. The only thing to do is upgrade the entire water system with radios and antennas. This is \$40,000 to update the entire system for the city, not just Well 8. Proposal number 03R is a luxury item. Normally the bearings that hold the shaft are bronze throughout the pump column, and there is 870' of stainless-steel shaft. This is a material called vesconite is a self-lubricating material, so it doesn't need any liquid to lubricate itself. It is a \$30,000 upgrade, that will increase the life of the bearings. Proposal number 04R is to extend the 12-inch water line at the top of the hill where we are tying it in at. The existing line is all old AC pipe so it would be a good idea to replace that extra 220' with 12" PVC pipe. Proposal number 05R is tied to the pay estimate. There was a little misunderstanding on our part on Avista installing the conduit from the street to the transformer. It turns out we are supposed to install the conduit ourselves, so this proposal is for POW to dig that trench and install the conduit so Avista can run the power lines to the transformer. They have already done that work at \$9,500. The only one of these that is really time sensitive is the pump control swap out with Well 9. The check valve there is 22 to 28 weeks out. The council discussed the swap out and a decision was made to leave the valve alone on Well 9 and order the 8" one for Well 8 as per contract. Then Varela will come back with a change order by itself for Well 9. Council Member Michelle Plumb stated she would like to see a fence around Well 8 & Well 9 as well as security cameras if there is a budget for it. Council Member Michelle Plumb made a motion to approve and authorize the mayor to sign change order number one to include the proposals 2-5. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

- D. Well 8R Pump Station Pay Estimate #2-POW Contracting, Inc.-**Ben Varela stated the pay estimate is for the work that has been done to date for installing underground conduit, form and pour the building foundation, and generator pad. In the coming weeks they are going to start framing the building, weathering it in so they can start working on the interior and working on the piping. Council Member Dennis Chamberlain made a motion to accept pay estimate #2 in the amount of \$231,587.15 to POW. Council Member Jen Verhey seconded the motion. Motion passed 6-0.
- E. Copy Machine Printer Lease Agreement-** Mayor Yaeger stated the agreement is what was discussed at the last meeting with the change to 4,000 color copies and 3,000 black and white copies. Council Member Jessica Quinn made a motion to approve the copy machine lease between Kelly Create and the City of Ritzville. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- F. WASPC Chief of Police Job Description and Recruitment Agreement-** Mayor Yaeger stated agreement is for assistance with the development of the Police Chief position profile, advertisement and recruitment of candidates, review of applications, identification of finalists, interview of finalists, and final interview. There is a \$4,000 administrative cost that is for WASPC staff time. Mayor Yaeger has been working with Mike Painter and his bill out time is the \$100 per hour. They help a lot of communities

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out doing the same process, building a nice advertisement and puts a non-bias person in charge of looking at applications. They will help the city put together a package to draw people to want to work here. Attorney John Kragt stated as someone that has helped other municipalities go through this process, it is a lot of staff time if you try to do it internally. There are a lot of rules and regulations and when the mayor came to me and asked my opinion, I told him it would be the best money you are going to spend. Council Member Mike Schrag made a motion to enter into an agreement to begin the selection process as described in the agreement for \$4,000 to WASPC plus staff time at \$100 per hour estimated at 40 hours. Council Member Jen Verhey seconded the motion. Council Member Jessica Quinn opposed. Motion passed 5-1.

DISCUSSION AGENDA

- A. **RRFB Crossing Complete Streets Grant Application**-Council Member Michelle Plumb stated TIB has some extra money they are trying to get spent by the end of the year. There is a deadline in April for a certain type of project. These rectangular rapid flashing beacons are one of the items that the money can be spent on. There was a map provided showing some potential sites and most locations already have new sidewalks so it's just a solar sign that is needed. They are about \$20,000 a piece if a new sidewalk is needed. There is a cost for Ardurra to put together a grant application for the city between \$2,000-\$3,000. The council agreed to move forward with the grant application.
- B. **Safety Routes to School Grant Application-6th Street from Division to Adams**- Council Member Michelle Plumb said they will check and see what needs to be replaced before a plan is created and check slopes. This grant is available each year and the council decided to hold off on submitting a grant for this year.

CORRESPONDENCE: There was no correspondence.

MAYOR UPDATES: Mayor Yaeger stated there are currently seven construction projects going on now or scheduled for 2024. One of the projects just finished up was the EV Charging Station. The other projects are well 8, 6th Ave Sidewalk, 1st Ave Rehab, 2024 Crack Seal, Ritzville Gateway Sign, and 1st Ave Beautification. The city is still waiting to hear about funding for a high priority sewer collections system. There are six planning projects that funding is secured and scheduled for 2024. The projects are the general sewer plan update, development code update, solar study grant, SS4A, historic cemetery preservation grant, Ritzville community forestry grant, and the local records grant. Clerk-Treasurer Julie Flyckt stated there are eleven current grants, four pending and two to three in process. Mayor Yaeger stated he and Flyckt are going to work together to prioritize the projects, so everyone isn't beating down City Hall's door wanting the staff to work on their stuff.

DEPARTMENT UPDATES

- A. **Public Works**-Public Works Director Dave Breazeale stated they got everything ordered for the 1st Ave tree project. The crew will probably start digging next week, or maybe the week after. It shouldn't take too long. There is a little more asphalt to cut. The prep table at the golf course isn't working again. There is a contractor coming tomorrow to see if they can actually fix it, but we think it is low on Freon. The ice machine wasn't

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working today either so that is another problem. The city crew completed the maintenance for the year. Napa had a big filter sale, so we spent about \$1,500 on filters and got those all changed out. Breazeale stated he found a service truck in Tri-Cities that is a 2015 F-550 with 18,000 miles and crew cab listed for \$62,000. Council Member Dennis Chamberlain made a motion to authorize Dave to purchase a service truck up to the amount of \$75,000. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

B. Police- Chief McCormick stated so far this year there has been a rash of burglaries in Ritzville. There burglaries have occurred at one residential, two unoccupied buildings, two businesses, and three churches. Part of the problem in some of these burglaries is the doors were unlocked or we discovered there was no forced entry. None of the buildings had cameras or alarms, with the exception of the residence, and the majority of these were little to no loss in items that were actually taken. We do have a suspect identified and we are getting some community cooperation. We are working on electronic device search warrants with the Moses Lake Police Department right now. We got a notification from the Training Commission yesterday that Brandon's tentative date for the academy acceptance is May 1st, and he will graduate on the 10th of September. We secured a spot for him in the Spokane Police Academy. The only thing pending is they require the physical ability test about ten to twelve days before the academy. He has passed it here, and he is continuing the regiment he needs to, to ensure he will pass that on the test day before his final acceptance. Some camera systems have been purchased that are working off cell phone picture transmissions in an effort to try and help get these burglaries stopped. There has not been a burglary for about ten days now. In the residential burglary there was a car taken out of the garage. That car was located in Grant County right outside one of the nests of stolen property and drug distribution rings in the Grant County area. It was processed in the Grant County INET lot, and we have some prints that were submitted to the State Crime Lab, which takes months.

C. Clerk/Treasurer-Clerk Treasurer Julie Flyckt stated the clerk department has reviewed the utility bill ordinance and has made some suggested changes and it has been sent over to License and Rules Committee for their review. After they have completed their review, it will come to the council for their review and a public hearing. The billing process language was updated so it will make more sense and the rates that are mentioned in the ordinance are on the fee schedule. The first comprehensive plan public hearing in front of the planning commission will be March 13th. Flyckt anticipates the planning commission will approve the plan and send it to the city council for review and a second public hearing. The Development Code update keeps moving forward, and the Phase 1 update will go to the finance and rules committee, then planning commission and lastly to council.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:48pm.



Michelle Asmussen, Deputy Clerk-Treasurer II