

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 Copenhagen 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