

**OPENING OF COUNCIL MEETING**

Mayor Pro Tem Debbie Chapman opened the remote and in person council meeting at 7:00pm. Council members present were Michelle Plumb, Marsha Smith, Mike Schrag, Dennis Chamberlain, Dede Boyer, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Police Chief David McCormick, and City Attorney John Kragt. Mayor Linda Kadlec, Public Works Director Dave Breazeale and City Fire Chief Joel Bell were excused. Also present were Jessica Quinn, Derek & Susan Schafer, Charles Jingling, Linda Schrag, Jen Verhey, Kyle Nieheinke and Dale Brown from the Cheney Free Press.

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Pro Tem Debbie Chapman 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 June 20<sup>th</sup>, 2023, as presented. Council Member Dennis Chamberlain seconded the motion. The motion passed 6-0.

**PUBLIC REQUESTS AND COMMENTS-** Mayor Pro Tem Debbie Chapman asked if there was anyone who would like to make a comment. There were no comments and she moved on.

**ACTION AGENDA**

- A. **Golf Fee Schedule Update Public Hearing, Ordinance No. 2169-** Mayor Pro Tem Debbie Chapman opened the golf fee schedule update public hearing at 7:03pm. Council Member Mike Schrag stated the finance committee took this very seriously. They spent many hours working with Dan Duff the golf manager, in fact they met with him twice. They also met with an RGA member to get some input on the fees. They asked the city clerk staff to gather some data from other golf courses throughout Eastern Washington, and they came up with 27 golf courses. Most of them are privately owned, there are some that are park and rec operated and there are three that are still city owned. Just an example, if this ordinance is passed, the single season pass would be \$625, Odessa's is \$650, and Harrington's is \$900. The finance committee took a look at trail fees as well and City of Ritzville will be \$100, Odessa's is \$120, and Harrington's is \$105. It has been seven years since the city has increased fees. It comes to a 10% increase which is 1.4% per year. Clerk-Treasurer Julie Flyckt stated the way the fees are laid out, in the past the fee included the sales tax. The way this has been updated the fee does not include the 8% sales tax. There is also an additional 3% credit card charge on top of it. Our goal has been to try and get people not to use cash but now with the additional fees I think we are going to see more cash being used at the golf course. It is going to increase cash usage so it will increase the amount of cash Dan Duff will need in his drawer for change so he will need a different register and more petty cash. With no further testimony, the public hearing for the Golf Fee Schedule Update was closed, at 7:17pm. Mayor Pro Tem Chapman asked the council if they were ready to take action and adopt the golf fee schedule update Ordinance No. 2169. Council Member Mike Schrag made a motion to adopt Ordinance No. 2169 Golf Fee Schedule Update. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

- B. West Bound Off Ramp Four Way Stop-WSDOT-** Council Member Michelle Plumb stated she was asking a question about the city's Wayfinding sign and Richard from WSDOT asked if there was any feedback on a four way stop at Weber and Highway 261. They have been studying this intersection for a long time and this summer they want to put a four way stop in. Council Member Scott Yaeger stated he thinks it is going to congest the area even more. Clerk-Treasurer Julie Flyckt stated part of Maverik's access permit with WSDOT is requiring them to put in a four way stop. Derek Schafer stated it is that intersection as well as a left turn lane on the West bound off ramp. They are going to widen the roadway, put a left turn lane and a four way stop from the last he knew. The issue is the traffic gets backed up clear onto the off ramp all the way into the travel lanes of the freeway. Jen Verhey, owner of the coffee stand up by the freeway, stated it is more than just Sunday nights that the off ramp gets backed up. It's all weekend long and worse in the summertime. Council Member Scott Yeager stated he would like to see a maintenance agreement with WSDOT. The council decided to table the conversation until more information was obtained from WSDOT.
- C. Crack sealing Project Pay Estimate-BCV-** Council Member Scott Yaeger stated the pay estimate was previously sent to TIB for their review. Once TIB approved it, it was sent to BCV for their approval and now it is in front of council for approval to pay the pay estimate. This will complete what they put on the ground. Council Member Scott Yaeger made a motion for the council to approve the mayor to sign Pay Estimate No. 1 for the period of April 25<sup>th</sup>-May 5<sup>th</sup> crack seal performed by BCV in the amount of \$129,342.24. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- D. Crack Sealing Updated Cost Estimate and Account History-TIB-** Council Member Scott Yaeger stated the account history and updated cost estimate have to be signed by the mayor. The total cost for crack sealing was \$129,342. TIB's contribution was \$122,875 and the City's was \$6,467. Council Member Scott Yaeger made a motion to approve the mayor to sign the crack seal project account history and the crack seal updated cost estimate. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- E. Adams County Franchise Agreement, Ordinance No. 2170-** Clerk-Treasurer Julie Flyckt stated the ordinance is for the City of Ritzville to grant a nonexclusive telecommunications franchise to Adams County and other matter properly relating thereto for the broadband project. City Attorney John Kragt stated he has reviewed the ordinance and stated the city has several different franchise agreements with other people. He went back and kind of compared this to some of those, obviously this one is a little different as it isn't an electrical one like Avista. It is very standard though there are a couple things he suggested changing. It is a 50-year agreement, which seems pretty aggressive. The agreement with Avista back in 2016 was a 20-year agreement. The 50-year is concerning as we do not know who the county is going to ultimately assign this to. On page 12 it states the franchisee must have adequate insurance during the entire term but there is no amount that states what is adequate. The council agreed to have Kragt redline these items and send the agreement to the county. If they sign it, then the council can approve it at the next meeting. This will be tabled until the next meeting.

- F. **City Planning Services Agreement Amendment-SCJ Alliance-** Clerk-Treasurer Julie Flyckt stated the city planning services with SCJ Alliance was budgeted for \$5,000, when the city has normally budgeted \$10,000. Right now, there is \$1,843.50 remaining in the \$5,000 agreement for the on-call services. Flyckt requested an additional \$10,000 amendment. At the last meeting the council approved using Covid funds for planning for this year to help support the growth that we are having as a city. Council Member Dede Boyer made a motion to approve Amendment No. 06 extending the 2023 On-Call budget by an additional \$10,000 between SCJ Alliance and the City of Ritzville. Council Member Michelle Plumb seconded the motion. Motion passed 6-0.

#### DISCUSSION AGENDA

- A. **2023-2028 Street Transportation Improvement Program (STIP) Plan-** Council Member Scott Yaeger presented the 2024-2029 STIP. It has been reviewed by the public works committee and a public hearing will be held at the next meeting on July 5<sup>th</sup> to approve the plan.

#### CORRESPONDENCE

Mayor Pro Tem let council know the Ritzville Chamber of Commerce provided correspondence in their packets.

#### MAYOR UPDATES

There were no mayor updates.

#### DEPARTMENT UPDATES

- A. **City Attorney-** John Kragt stated he had a semi-productive meeting with Julie and some citizens on some utility bills.
- B. **Police Department-**Chief Dave McCormick stated he had two different vehicles that needed to go to Spokane for air conditioning service repairs. They have both been fixed and returned and one of them is one that has had consistent problems each year. They determined what the problem was all along and repaired a line. The training with Adams County Prosecutor's Office on the new session laws of drugs, pursuits, and juveniles has been completed. The police department received a report of some goats in the backyard of a residence on West Main. That was addressed by one of the officers that afternoon and there will be a follow up done the next day to see if the goats are gone. It was very apparent they had been in the backyard for a considerable amount of time.
- C. **Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated she spent most of the day helping a property owner with their fence permit that they did not get originally. The next-door neighbor was very concerned if they were building the fence on the actual property line and whether they had done a locate. It has been resolved and the property owner got the permit and the fence started going up today. The neighbor also felt like it was resolved. At a prior council meeting there was some concern about the blue cardboard dumpster at Wheatland Waste. The city originally got communication that it was not being recycled at the transfer station. Flyckt emailed Scott Yaeger and Todd O'Brien with Adams County Public Works to confirm. There has been some email conversation which states that Adams County took measures on Friday last week to make room for cardboard at the Ritzville transfer station for the city loads. They have the capacity of at least several months for cardboard from the city. Scott stated how this usually works is

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they try to put the city loads into recycling trailers. They have two trailers which go to the Bruce transfer station to be baled. The two sheds at Bruce have been full and the county decided to get one of them empty, if not both of them, so there is capacity to receive the recycling from Ritzville. Flyckt stated she is reviewing a sign variance from Maverik and writing a staff report that will go to the planning commission at their next meeting when the public hearing will be held. In reviewing the Braun/Devore short plat which is up on the hill on Low Street, Flyckt determined there is no easement or document recorded with the county for the Ritzville pathway which runs through a portion of their property. Flyckt is working with Mike Connelly to create an easement with all the property owners who have the pathway going through their property. Flyckt provided Connelly with the and he will work on drafting the easement. Once it is ready, Flyckt will contact the property owners and record the easements with county.

**ADJOURNMENT**-With no further comments or business to come before the council, Mayor Pro Tem Debbie Chapman adjourned the remote and in person meeting at 7:53pm.



Michelle Asmussen, Deputy Clerk-Treasurer II