

**OPENING OF SPECIAL MEETING**

The Mayor opened the Mayor Candidate Special Meeting at 5pm. Council members present, in person were Scott Yaeger, Mark Weigand, Dede Boyer and Mike Schrag. Council Members present remotely were Dennis Chamberlain, and Michelle Plumb. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Public Works Director Dave Breazeale, Deputy Clerk Treasurer II Michelle Asmussen, and City Police Chief David McCormick. Also present in person were Katie Teachout from the Adams County Journal.

Council members asked questions of Mayoral Candidate Debbie Chapman. Mayor Cook adjourned the meeting for a break at 5:30pm and called the meeting back to order at 5:40pm. The council members then asked questions of Mayoral Candidate Linda Kadlec. Mayor Cook adjourned the Special Meeting at 6:15pm.

**OPENING OF EXECUTIVE SESSION**

The Mayor opened the Executive Session at 6:25 for the City Council to discuss applicants/candidates for appointment of elective office as per RCW 42.30.110(1)(h). The Mayor adjourned the Executive Session at 6:58pm. Council members present, in person were Scott Yaeger, Mark Weigand, Dede Boyer and Mike Schrag. Council Members present remotely were Dennis Chamberlain, and Michelle Plumb. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Public Works Director Dave Breazeale, Chief of Police David McCormick and City Attorney John Kragt.

**OPENING OF COUNCIL MEETING**

The Mayor opened the Remote/In Person Council meeting at 7:10pm. Council members present, in person were Scott Yaeger, Mark Weigand, Dede Boyer and Mike Schrag. Council Members present remotely were Dennis Chamberlain, and Michelle Plumb. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Public Works Director Dave Breazeale, Deputy Clerk Treasurer II Michelle Asmussen, City Attorney John Kragt, and City Police Chief David McCormick. Also present in person were Katie Teachout from the Adams County Journal, and Chris Cook. Attending online was Linda Kadlec. City Fire Chief Joel Bell was excused.

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Gary Cook asked if there were any changes to the consent agenda. Council Member Mike Schrag made a motion to accept the consent agenda. Council Member Mark Weigand seconded the motion. Motion passed 7-0.

**PUBLIC REQUESTS AND COMMENTS**

Charles Jingling stated that he sees a lot of junk around town such as refrigerators, washers, dryers, etc. He was wondering if the city was planning on having a pickup of appliances this year, like they have done in the past. Mayor Cook stated that it is something that he and Public Works Director Dave Breazeale and the council have talked about continuing it this year. We usually have a small budget for those items that have to be paid for because those items have to be evacuated for the chemicals out at the dump.

**ACTION AGENDA**

**A. COVID-19 Safety Plan Resolution 2021-04-** Mayor Cook stated the Resolution of the City Council of the City of Ritzville is for Adopting a COVID-19 Safety Operational Plan. The plan was developed in the last 2 weeks in response to the Phase 2 roll out. It is required for the

city to have an internal plan. We discussed some of the provisions that we had to do such as the improvements to the foyer, the 6' distancing in council, the masks, the number of people that are allowed into city hall for the safety of the staff and the public. It opens the city up for people to come into the building to pay bills, pay dog tags, get permits, etc. This resolution will be the vote on approving the plan. Council Member Mike Schrag made a motion to adopt Resolution Number 2021-04. Council Member Dede Boyer seconded the motion. Council Member Mark Weigand opposed. Motion passed 6-1.

- B. **Main Ave Project:** - Scott Yeager stated the Main Avenue Supplement is the agreement between the City of Ritzville and Varela to finish up the contract plans and the construction engineering for the Main Avenue ADA ramps and the pavement repair project. The Consultant Supplemental Agreement and the Bid Authorization Form were presented to TIB and last Thursday they approved both of them.

**\*Consultant Supplement Agreement-** Council Member Scott Yeager made a motion for the Mayor to sign the Consultant Supplemental Agreement between the City of Ritzville and Varela & Associates for the Main Avenue Sealcoat and ADA ramp project. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

**\* TIB Bid Authorization-** The TIB Authorization form has to be completed before we can go to bid on the project. The public works committee has reviewed the specifications and plans and made comments back to Varela. We feel we are ready to go out to bid. The document shows the costs anticipated, construction engineering and construction other (seal coat) and the construction amount. There is also some pavement repair from Palouse to Jackson St. Council Member Scott Yeager made a motion to approve the mayor to sign the TIB Bid Authorization Form for the Main Avenue project. Council Member Debbie Chapman seconded the motion. Motion passed 7-0.

- C. **Weber and Galbreath Way Project-** Scott Yeager stated the supplement agreement is for the Weber Road and Galbreath Way reconstruction project which has been approved by TIB. It is the supplement to the original consultant agreement with Varela for the construction engineering services. It is within the original dollar amount agreed upon. This project includes taking the existing pavement off, grade it down and install the cement treated base like the First Ave from Division project by the grocery store. This also installs a sidewalk on the East side of Galbreath Way so there will be a crosswalk across Weber Road to allow foot traffic either way, between Fairway and Galbreath Way.

**\* Consultant Supplement Agreement-** Council Member Scott Yeager made a motion to approve the mayor to sign the Consultant Supplemental Agreement between the City of Ritzville and Varela & Associates for the Weber Rd and Galbreath Way Project. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

**\* TIB Bid Authorization-** Scott Yeager stated the public works committee has made comments that were incorporated into the plans and the specifications and then it was sent to TIB. It was approved by TIB today to move forward with the bid authorization. This one is broke out by construction engineering \$88,515, contract amount is \$616,957, the City's share is the 5% and TIB is paying the 95%. Council Member Scott Yeager Scott Yeager made a motion to approve the mayor to sign the TIB Bid Authorization Form for the Weber Road and Galbreath Way Project. Dede Boyer seconded the motion. Motion passed 7-0. Scott stated there was a change

noted on the document: the sidewalk is going to be on the east side of Galbreath Way not the west side.

- C. **Pete's Lift Station Sewer Project Bids-** Public Works Director Dave Breazeale stated they did bid openings last Thursday. There were five bids from contractors. The high bid was \$973,000 and the low bid was \$550,000 three bids in between that amount. Varela's engineering estimate was \$847,000 so the \$550,000 is a pretty low bid. Immediately after bids were open, we received a request from the 3rd lowest bidder wanting to see the other two lowest bidders bid packages to look for errors. He found two errors in the lowest bidders' package, so he filed a bid protest because the bid packet didn't include the ecology sheet or his bidder's sheet. We have contacted John Kragt and we are weighing our options right now to decide if we should accept the next lowest bid or go back out to bid again. If we re-bid the project it will push our timeline back a month, which will push us closer to harvest time and having roads being torn up. Mayor Cook stated he visited with Ben Varela yesterday and his take on it is he thinks that it wouldn't be too expensive, maybe around \$5,000 to rebid the bid package. Ben Varela stated that this is becoming more and more of a practice with contractors that they are protesting every bid package that comes in if they are not the lowest bidder. Clerk-Treasurer Julie Flyckt stated Varela was going to take a look at the second lowest bid packet and we just haven't heard back from them yet. Clerk-Treasurer Julie Flyckt stated the two forms that were missing were DOE required forms. Julie also asked the DOE funding representative if it would be helpful to add the Broadway project if we go out to bid again. She said it would not matter because the project had already been approved and either way it would require a change order process for the Broadway line. It was opinion to go with the second lowest bidder because why would you go out to bid again with the cost and time of doing it again.
- D. **Mayor Pro-Tempore-** Dennis Chamberlain stated he felt he needed to resign from his Mayor Pro-Tempore position until he gets some things under control. Clerk-Treasurer Julie Flyckt did some research on how to fill that position after someone resigns their position. In the RCW it states that the council will appoint the Mayor Pro-Tempore. Council Member Mark Weigand made the motion to appoint Scott Yeager as Mayor Pro-Tempore. Council Member Dede Boyer seconded the motion. Council Member Scott Yeager abstained. Motion passed 6-1-0.

#### DISCUSSION AGENDA

- A. **Golf Course Greens and Utility Tax-** Clerk-Treasurer Julie Flyckt stated at the last meeting there was a discussion of how to pay for the golf course greens as it was not a preplanned item in our budget. Due to the water tank being down and the impact on the greens and with the RD funding not being able to pay for it through change order, there was a question about whether we could use the water fund to pay for it. Julie submitted the to the state auditor's office and the answer is no to the water fund, but asked if we have a utility tax fund. We do have a utility tax fund which has typically been used for street repair and the cemetery. Usually, we do a transfer from that fund into streets for the crack sealing program each year. There is an allocation in the budget this year to transfer over around \$135,000. Since it was approved at the last meeting to go up to \$25,000 towards the golf course greens, it would work to do a transfer from the

Utility fund to Current Expense fund. The utility tax fund's purpose is not meant to be a reserve as we have specific reserves funds like the water and sewer reserve. This is a utility tax that the customers pay on their utility bill and this is an item that will benefit the community. Council Member Mark Weigand made a motion to allocate \$25,000 out of the Utility Tax fund to go towards the golf greens repairs. Council Member Dede Boyer seconded the motion. Council Members Michelle Plumb and Dennis Chamberlain opposed. Motion passed 5-2.

- B. Special Meeting Request-** Mayor Cook stated they need a motion to set a special meeting to swear in the new mayor. Council Member Dede Boyer made a motion to set the special meeting for April 1<sup>st</sup>, 2020 at 5:30pm. Council Member Mark Weigand seconded the motion. Council Member Debbie Chapman abstained. Motion passed 6-0.

#### **CORRESPONDENCE**

- A. Rescinded Mayor Letter of Interest-Dennis Chamberlain
- B. Rescinded Mayor Letter of Interest-Aimee Guiles

#### **MAYOR UPDATES**

- A. Exit Letter-** Mayor Cook stated he put together an exit letter to express his appreciation to everyone. Mayor Pro-Tempore Scott Yeager presented Mayor Cook with a plaque of appreciation. Clerk-Treasurer Julie Flyckt stated she wanted to say thank you on behalf of the staff as they appreciate Mayor Cook for staying on another year during the COVID-19 pandemic. Mayor Cook stated he has always been appreciative of public service and volunteering as it is one of the greatest things you can do, and he congratulated everyone on that as well. Council Member Dennis Chamberlain told Mayor Cook that he has been an inspiration to him, and he has done a great job in leading the city.

#### **DEPARTMENT UPDATES**

- A. City Attorney-** John Kragt stated he has lots of irons in the fire right now and working on the mayor transition.
- B. Public Works-** Public Works Director Dave Breazeale stated he is going to have Julie send the Verizon contract to John Kragt so he can review it as there is a tank inspection on April 12<sup>th</sup>. They are going to inspect the inside and the outside. The new antennae is causing problems because of the birds and Verizon refuses to do anything so I am going to have John send them a letter to act on it before the paint job gets completely ruined.
- C. Police-** Police Chief Dave McCormick stated he has been working with Julie, John, and the mayor on the nuisance ordinance it has been completely revamped but he thinks it is really close. There will be a 2-hour meeting every week online with a Lexipol representative that has been assigned to the city.
- D. Clerk-Treasurer-** Clerk-Treasurer Julie Flyckt stated the majority of items has been preparing for all of the meeting that occurred that today and putting out fires.

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



Michelle Asmussen, Deputy Clerk Treasurer II