

CITY OF RITZVILLE
CITY COUNCIL AGENDA
April 7, 2026

1. CALL COUNCIL TO ORDER 7:00pm
2. PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OF THE CONSENT AGENDA
4. PUBLIC REQUESTS AND COMMENTS
5. PROCLAMATION
 - A. Arbor Day - April 24th

CONSENT AGENDA

- Acceptance of the Agenda
- Minutes:
 - March 3, 2026
 - March 17, 2026
- Approval of Payables:
\$82,160.61
- Approval of Payroll:
\$135,196.47

6. ACTION AGENDA
 - A. Pop-Up Market Street Closure Request-Chamber of Commerce
 - B. Bronco Day/Machines on Main Street Closure Request-Ritzville United
 - C. 4th of July Community Event-Ritzville United
 - D. Community Heart & Soul Project Coordinator Services Agreement
 - E. Establishing Fund No. 107 Community Initiatives-Ordinance No. 2207
 - F. Golf Greens Mower Special Market Purchase-Resolution No. 2026-02
7. DISCUSSION AGENDA
 - A. 6th Police Officer

8. CORRESPONDENCE

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=8707>

OPENING OF COUNCIL MEETING

Mayor Yaeger opened the remote and in person council meeting at 7:00pm. The council members present were Eric Ottmar, Dennis Chamberlain, Jen Verhey, Jessica Quinn, Brooke Scheel, Ky Beck-Gmeiner, and Mike Schrag. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen (remote), Public Works Director Dave Breazeale, Chief of Police Mike Suniga, and City Attorney John Kragt. City Fire Chief Joel Bell and Community Development Director Tom Reese were excused. Also present were Linda Schrag, Brian Bothun, Rick from the Cheney Free Press, 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 accept the consent agenda as presented for March 3, 2026, with payables in the amount of \$116,805.87 and Payroll in the amount of \$36,705.15. 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, he moved on.

ACTION AGENDA

- A. 1st Avenue Improvements: Division St. to Palouse-Pay Estimate #3-Closeout**-Mayor Yaeger stated the pay estimate No. 3 is the final payment and the retainage the City has have been holding. After completion of the project, the City finally received the Department of L&I, Department of Revenue and Employment Securities release. Council Member Brooke Scheel made a motion to pay the retainage pay estimate No. 3 to Copenhaver Construction Inc. in the amount of \$17,067.66 for the 1st Ave Improvements-Division St. to Palouse St. Council Member Jen Verhey seconded the motion. Motion passed 7-0.
- B. Donation and Memorial Policy-Resolution No. 2026-01**-Council Member Mike Schrag stated the Tree Board was tasked with coming up with some kind of concrete donation and memorial policy for the city to follow. Council Member Brooke Scheel stated they made it broad enough to cover small to big donations. Council Member Mike Schrag made a motion to adopt Resolution No. 2026-01, a resolution of the City Council of the City of Ritzville adopting a donation and memorial policy. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. Department of Natural Resources Community Forestry Grant Agreement**-Mayor Yaeger stated Tom asked the DNR some clarifying questions. On pages 32 through 35, Exhibit C, the question was why the year is 2025. Since it takes about 2-3 weeks for DNR to review an amendment, they want the City to sign the agreement first then they will change those task completion dates. Council Member Scheel stated the grant was applied for in 2023, and it was awarded early 2024 with a tentative start date of 2024. Then there were federal funding freezes, but it is now moving forward in 2026. Mayor Yaeger stated Exhibit E is already complete, but they did not include it in the agreement yet. Council Member Brooke Scheel made a motion to approve the execution of the DNR Urban & Community Forestry Subaward Agreement No. 93-110335. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. HB 2015 Public Safety Funding**-Council Member Ky Beck-Gmeiner requested the agenda item and stated the Chief of Police needs some guidance on whether the City is going to move

forward and apply for the public safety funding. Council Member Scheel reported that the public safety committee had requested the finance committee and staff to do a 6th police officer financial analysis, showing the grant funds and non-supported grant funds. There are distinctly two separate conversations, the 6th police officer is one conversation, and the House Bill is another. The analysis is still working on that, so there is no determination yet. Mayor Yaeger stated Clerk-Treasurer Julie Flyckt has been working on the analysis for several days to show the financial impact. The analysis will show the two different funding sources from the House Bill tax revenue and a grant that expires in 2028. The council's authority to enact the tax without voter approval expires in 2028 as well, creating a timeline for both the grant application and tax implementation. Chief Mike Suniga explained the compliance process for the grant, which includes a 180-day window to address any issues identified by the state. Chief Suniga suggested that the first round would be the most financially beneficial. The council discussed a proposed ordinance related to the Keep Washington Working Act, and Council Member Scheel expressed a firm no position. The discussion centered around federal grant funding, with City highlighting that adopting the ordinance could disqualify Ritzville from receiving federal grants. While the council acknowledged the need to explore sustainable funding options for potential new police officers, they had not yet conducted thorough research on alternative funding vehicles beyond the current grant proposal. The council discussed a state grant application for police reform initiatives, with City expressing concerns about the 80 hours of work required to complete the paperwork by the March 31st grant deadline. The council explored other wording options on the ordinance that would be accepted by CJTC. The council discussed compliance with the Keep Washington Working Act, which requires law enforcement agencies to have a policy on file regarding immigration status. The council members expressed concerns about the timing and noting that even if the ordinance language is changed, they would still need to reference the RCW, which aligns with Council Member Scheel's concerns. No action was taken.

CORRESPONDENCE

- A. **Department of Revenue Retirement Systems Compliance Review Report and City Petition-** Mayor Yaeger stated he doesn't agree with their item number one, so he wrote them an attention to readdress that item. Clerk-Treasurer Flyckt stated Deputy Clerk Treasurer Michelle Asmussen has completed all the other corrections and now DRS is just reviewing to make sure they are 100% correct.

MAYOR UPDATES-Mayor Scott Yaeger reported he has been working on finalizing the Grainery District Development Agreement and coordinating letters of support for sewer line replacement across Columbia.

COUNCIL COMMITTEE UPDATES:

- **Licenses, Rules, and Permits-**No report.
- **Finance and Employee Benefits:** No report.
- **Health and Wellness-** No report.
- **Public Safety-**No report.
- **Public Works-**No report.
- **Parks and Recreation-**Council Member Scheel stated they had a meeting on Feb. 19th and had a conversation about the cemetery niche. They also talked about marking some of the Veteran's graves up there to make it easier for flags. The cemetery Kiosk and map project is almost done. Public Works Director Dave Breazeale is going to get a quote for a metal sign, so it doesn't need

the doors on the kiosk. The clerk's office is finalizing some data for the plots to make sure that is all accurate. The committee also discussed some of the other city properties and the status of those properties.

- **Personnel Committee-** There is a meeting next Tuesday the 10th at 3:40pm.

DEPARTMENT UPDATES

- A. **City Attorney-**Attorney John Kragt reported he has been working with Chief Suniga on a few things.
- B. **Public Works-**Director Dave Breazeale stated he ordered the cemetery niche. The new Public Works Director's truck has been ordered, and the new street signs have been shipped as of yesterday. He asked Michelle Plumb for her assistance on the cemetery sign since she was involved with that project. They came up with a size and Newman Signs gave me the artwork for a 48x60 sign, estimated around \$500. There is a sanitary survey coming up with the Department of Health, which they do every 3 or 4 years. Breazeale will need to get a drone to go on top of the water tank to take pictures of the hatch and make sure it is sealed so there is no contamination in the water supply. Breazeale submitted the biosolid report to the state. He also looked at the Moses Lake roundabout project, where the center section was installed and only had few more things to do. They started that project on Monday, so it is a super quick process. WSDOT has now ordered two. All the light poles are up that we were bought last year.
- C. **Police Department-**Police Chief Mike Suniga stated they have been working on animal control. He has been engaging with Adams County Pet Rescue as they have animal control contracts with a couple of other cities. If a good process can be worked out with them, then they can hold on they can pick up the dog, hold them for a few days and then drop them. Officer Wardlaw will be off FTO by the 14th. With the call volume last week, there were a lot of things signed off, and arrests. Fiber is working in the police department building and the wireless network is not strong enough for the entire building, so they are looking for a wireless mesh for about \$200 to make sure there is a strong internet connection throughout the whole building. There is some interest in the posted Sergeant position.
- D. **Fire-** Chief Joel Bell excused.
- E. **Clerk/Treasurer-**Clerk-Treasurer Julie Flyckt reported she has been focused on getting some projects off her list. She continues to work on the 2024 audit and the Innovia Foundation end of year and the 2026 requests reports. Once Mayor Yaeger and Flyckt meet with Innovia Foundation, they will send approval for the 2026 requests that are in the budget. There have been a few hiccups with the fiber install and Flyckt continues to coordinate that project with the vendor and staff.
- F. **Community Development-**Community Development Director Tom Reese was excused. Mayor Yaeger stated Reese has been working on a boundary line adjustment that has been approved. The SS4A plan is complete, and it has to move through the adoption process with the Planning Commission. Reese has been working with the library on trying to get them lined up with an architect that can provide a very detailed infrastructure report to help apply for grants.

Executive Session-Under RCW42.301.110 (i)-The city council went into an executive session at 8:05pm to discuss with legal counsel representing potential litigation, which was expected to last for 15 minutes and ended at 8:20pm.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:21pm.

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 Eric Ottmar, Dennis Chamberlain, Jen Verhey, Jessica Quinn, Brooke Scheel, Ky Beck-Gmeiner, and Mike Schrag. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen (remote), Public Works Director Dave Breazeale, City Attorney John Kragt, Chief of Police Mike Suniga, and Community Development Director Tom Reese. City Fire Chief Joel Bell was excused. Also present were Linda Schrag, Brian Bothun, Rick from the Cheney Free Press, Rod Larse, Dee Dee & Barry Boyer, Dave English, Shelly Kramer, Ted Schuland, Amber Hunt, and Brian Casciato.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Ky Beck-Gmeiner noted a correction on page two of the minutes stating the HVAC system cost should be \$14,185.69 instead of \$14,185.49. Council Member Mike Schrag made a motion to accept the consent agenda for March 17th, 2026, with payables in the amount of \$136,775.76 and the noted correction in the minutes. Council Member Jen Verhey seconded the motion. Motion passed 7-0.

RECOGNITION-Mayor Yaeger recognized Council Member Brooke Scheel for earning a Certificate of Municipal Leadership from the Association of Washington Cities.

PUBLIC REQUESTS AND COMMENTS-Multiple residents expressed opposition to becoming a sanctuary city, citing concerns about federal law enforcement, and the potential loss of federal grants.

ACTION AGENDA

- A. **6th Police Officer Financial Analysis**- Mayor Yaeger reported that the financial analysis for a potential sixth police officer was reviewed by the Finance Committee and presented to Council. The analysis outlined projected costs, available grant funding, and long-term funding considerations. Council discussion focused on the sustainability of adding a sixth officer position. While grant funding may be available for up to three years, ongoing funding beyond that period would rely heavily on continued sales tax growth, which may not meet the projected 3–4% annual increase required to sustain the position. Council also noted that existing projections indicate a potential shortfall in funding for current staffing levels in future years. Several Council Members expressed concerns regarding the completeness of cost estimates, noting that additional expenses such as vehicle costs, fuel, insurance, and equipment replacement may not be fully reflected. There was also discussion regarding potential funding mechanisms, including public safety sales tax options and pending state legislation that may impact local funding authority. Council Member Brooke Scheel emphasized that the decision to hire an additional officer should be considered separately from identifying specific funding sources. Council Member Mike Schrag made a motion to postpone the decision on the 6th police officer until the next council meeting on April 7th. Council Member Brooke Scheel seconded the motion. Motion passed 7-0.
- B. **ESHB 2015 Public Safety Funding Program Grant Application**-The City Council discussed postponing consideration of House Bill 2015 and public safety funding sales tax until the May 29th council workshop. Council Member Jen Verhey made a motion to postpone items B & C to either another council meeting or a workshop to discuss further and more in-depth, the House Bill 2015 and the Public Safety Funding Tax. Council Member Dennis Chamberlain seconded the motion. Council Member Jen Verhey amended her motion to state at the workshop on May 29th at 1:00pm. Council Member Dennis Chamberlain seconded the amendment. Motion carried 7-0.

THE CITY OF RITZVILLE - REMOTE/IN-PERSON COUNCIL MEETING MARCH 17TH, 2026

- C. Public Safety Funding Program Sales and Use Tax**-The City Council postponed the discussion to the May 29th council workshop.
- D. Employee Handbook Agreement-Associated Industries**-Mayor Yaeger reported the City received a proposal from Associated Industries for \$2,750 to update the city's personnel policies. They also provided pricing for updating the job descriptions and employee evaluation process, but the personnel committee wants to move forward with the handbook only at this time. The Personnel Committee asked for councils' approval to move forward with the agreement on the handbook update. Council Member Brooke Scheel made a motion to approve the agreement with Associated Industries in the amount of \$2,750 for them to redo the Employee Handbook. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0. Council Member Mike Schrag was out of the room during the motion process.

DISCUSSION AGENDA-No items.

CORRESPONDENCE-No items.

MAYOR UPDATES-No report.

COUNCIL COMMITTEE UPDATES:

- **License, Rules, and Permits**-No report.
- **Finance and Employee Benefits**-No report.
- **Health and Wellness**-No report.
- **Public Safety**-No report.
- **Public Works**-No report.
- **Parks and Recreation**-The committee is meeting this Thursday.
- **Personnel Committee**-Mayor Yaeger reported the committee has a meeting set for March 31st at 3:45pm.

DEPARTMENT UPDATES

- A. City Attorney**-Attorney John Kragt stated his office is three months into prosecuting for the city, and he remembered why they didn't like doing it before.
- B. Public Works**-Director Dave Breazeale reported he has a couple of employees out sick and another employee out on medical leave. The crew are addressing plugged sewers, broken water mains, and the normal old infrastructure issues.
- C. Police Department**-Police Chief Mike Suniga reported as of last Saturday they now have three officers providing 24-hour coverage instead of two. He is actively working on hiring a Police Sergeant.
- D. Fire**-Chief Joel Bell excused.
- E. Clerk-Treasurer**-Clerk-Treasurer Julie Flyckt reported she is working with the City's engineer consultant Varela & Associates on the new EPA funding that the city received and working on the SS4A grant reimbursement. The 2024 audit continues, and she is waiting for the final corrections from the auditor. She is also working on the 2025 annual financial report which is due by the end of May.
- F. Community Development**-Community Development Director Tom Reese stated he is primarily leaning into the DNR grant and the City received the certificate of insurance so we can send it back to the state and execute the contract. He is also working with a couple of new retail locations.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:42pm.



TREE CITY USA®
An Arbor Day Foundation Program

*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Scott Yaeger, Mayor of the City of Ritzville, do hereby proclaim April 24, 2026 as **ARBOR DAY**

In the City of Ritzville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 24th day of April, 2026

Mayor 



Street Closure Request for Pop-Up Market 2026

To Mayor Scott Yaeger and Ritzville City Council Members,

I am writing on behalf of the Ritzville Chamber of Commerce to request approval for a temporary street closure in downtown Ritzville for our upcoming Pop-Up Market event.

This event has previously been held at the city park; however, for this year, we are planning to relocate it to the downtown area to better support our local business and increase foot traffic throughout Main Street.

The event is scheduled for Saturday May 23 from 10am-4pm. To safely accommodate vendors and pedestrian traffic, we are requesting the temporary closure of: Main Avenue between Division and Adams.

By moving this established event downtown, our goal is to create stronger visibility for local storefronts while maintaining the same community-focused atmosphere the event had provided in the past.

We believe this relocation will have a positive impact on both local businesses and the overall community experience.

We respectfully request approval for this temporary street closure and are happy to provide additional information or attend a meeting if needed.

Thank you for your time and consideration.

Sincerely,
Nicole Ziebell

Secretary, Ritzville Area Chamber of Commerce
ritzchamber@gmail.com

DOWNTOWN
POP-UP MARKET
RITZVILLE

VENDORS
WANTED

Apply to be part of our
Downtown Pop-Up Market

May 23, 2026

Local vendors & small
businesses encouraged

Ritzville
CHAMBER

Scan to apply or visit
ritzvillechamber.com



STREET CLOSURE REQUEST FOR SUNDAY, MAY 24, 2026

To: Mayor Scott Yaeger, Ritzville City Council, City Clerk and Chief of Police

From: Ritzville United, Cory Bartlett, President

Subject: Bronco Day/Machines on Main Sunday, May 24, 2026

RE: Street Closure Request

Ritzville United would like to request the following street closures for our Bronco Day Car Show event on Sunday May 24 from 7am-4pm:

1. Main Street from Adams to Washington (for car show and live music)
2. Washington from Main to Railroad (for seating/games/hay bales, walking tour of Railroad Depot, access to Eagles)

Here are highlights for the day:

8am – Car show check in begins

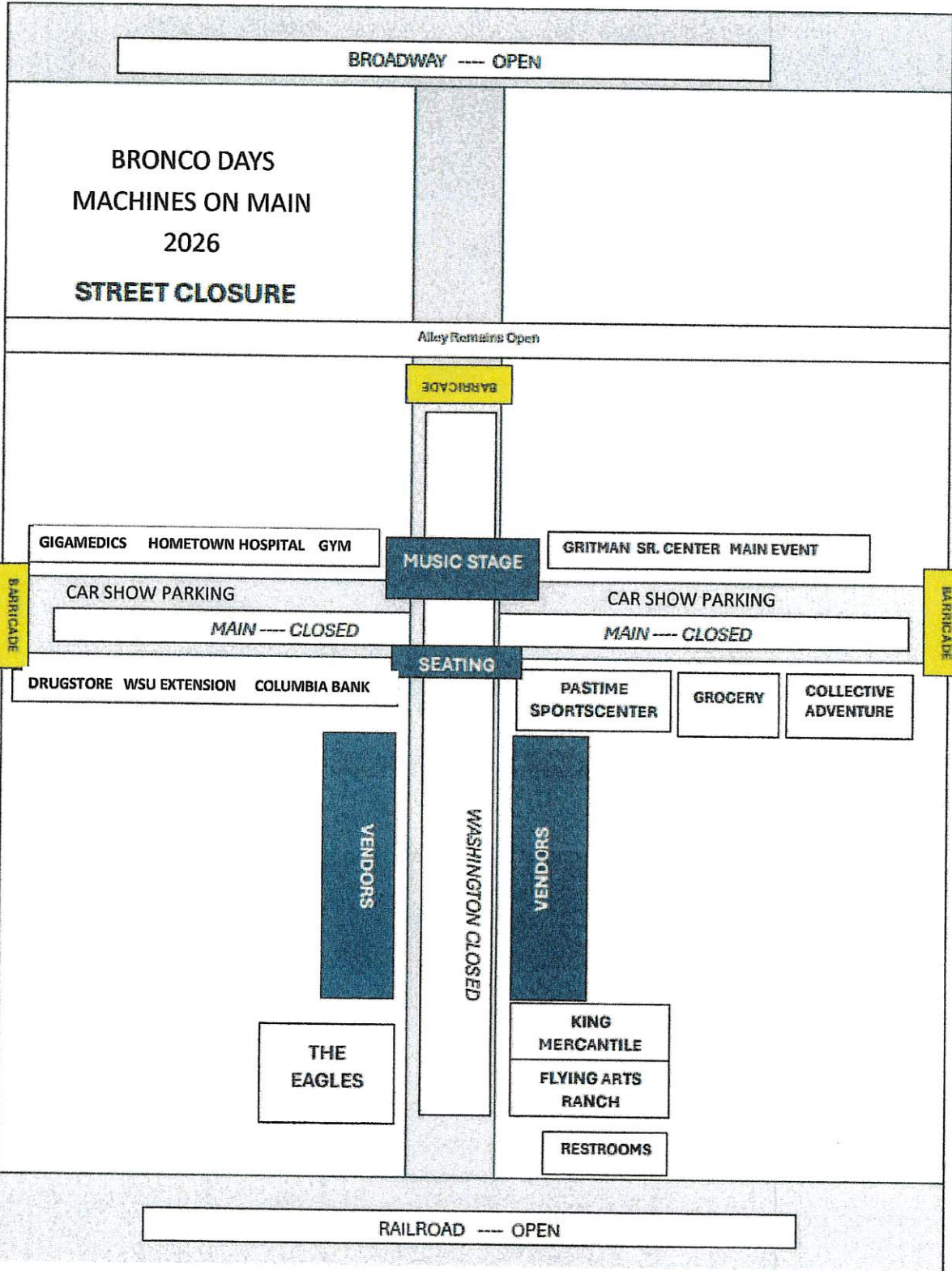
9am – 2pm Car show (Car show awards at 2:30pm)

10am-2pm Live Music (3 bands with professional sound)

Thanks,



Cory Bartlett



RITZVILLE UNITED

UNITED FOR THE COMMUNITY

Ritzville United is dedicated to promoting community, cultural and economic growth. Our primary mission is to attract tourists and future residents through our planned events, programs and festivals. We aim to achieve our goals through strategic partnerships with other community non-profits, businesses and government entities as well as community stakeholders and leaders.

For more information please visit:

www.ritzvilleunited.org

or

www.visitritzville.org

Dear Mr. Mayor and City Council,

Earlier, our 110 Funds proposal was conditionally approved pending a final written plan for our 4th of July community event. Enclosed is the final written plan for the Hometown 4th of July Event. We've revised it so everything happens on Friday, July 3rd, which will be the observed federal holiday. We've also made the parade route happen in the typical location and simplified City Park activities.

I'm attaching the final written plan as requested and the budget for the event to this email. Also, I'm attaching a cover page, and a formal request to use the baseball complex facilities for the community firework show with an included revised display site map provided by the professionals at Western Display and requested by Adams County Fire, as well as the revised budget as requested by the Mayor.

Please see enclosures.

Thanks,



Cory Bartlett, President

Ritzville United

Written Request to Approve the Revised Hometown 4th of July Event

Dear Mayor and City Council,

We, the board members of Ritzville United, formally submit our revised plan for the Hometown 4th of July event previously and conditionally approved.

Here are the details of the one-day event to take place on Friday, July 3rd.

Friday, July 3, 2026

12pm-8pm – Vendors/Games and free food in the City Park from The Dog Stop, with Live Music in the Gazebo, giveaways from local businesses and more – plus cornhole all day!

9pm – “Salute to our Heroes” 250th Birthday All-American Hometown Parade (the parade route will follow the traditional Main Ave parade route downtown, lining up on Broadway and traveling on Main toward City Hall). Our parade highlights the Military, Police, Fire, First Responders, Elected Officials, Veterans and more.

10pm – Community Fireworks Show by Western Display Fireworks, LTD at the Baseball Field. Show expected to last approximately 20-25mins.

One of the primary reasons for holding all of the events on the 3rd of July is that the company, Western Display Fireworks LTD, charges \$5,000 less than on the 4th of July. Additionally, most businesses, post office, banks, etc. will observe Friday as a holiday since the 4th falls on Saturday. It will also be easier to secure better entries for the parade and limits community event liabilities with people at home doing bigger personal displays on the 4th of July itself.

We ask you to formally approve our plan for the events on the 3rd of July so that we can formally secure Western Display Fireworks, LTD for the community show.

Thanks for your support and partnership!


Cory Bartlett, President
Ritzville United

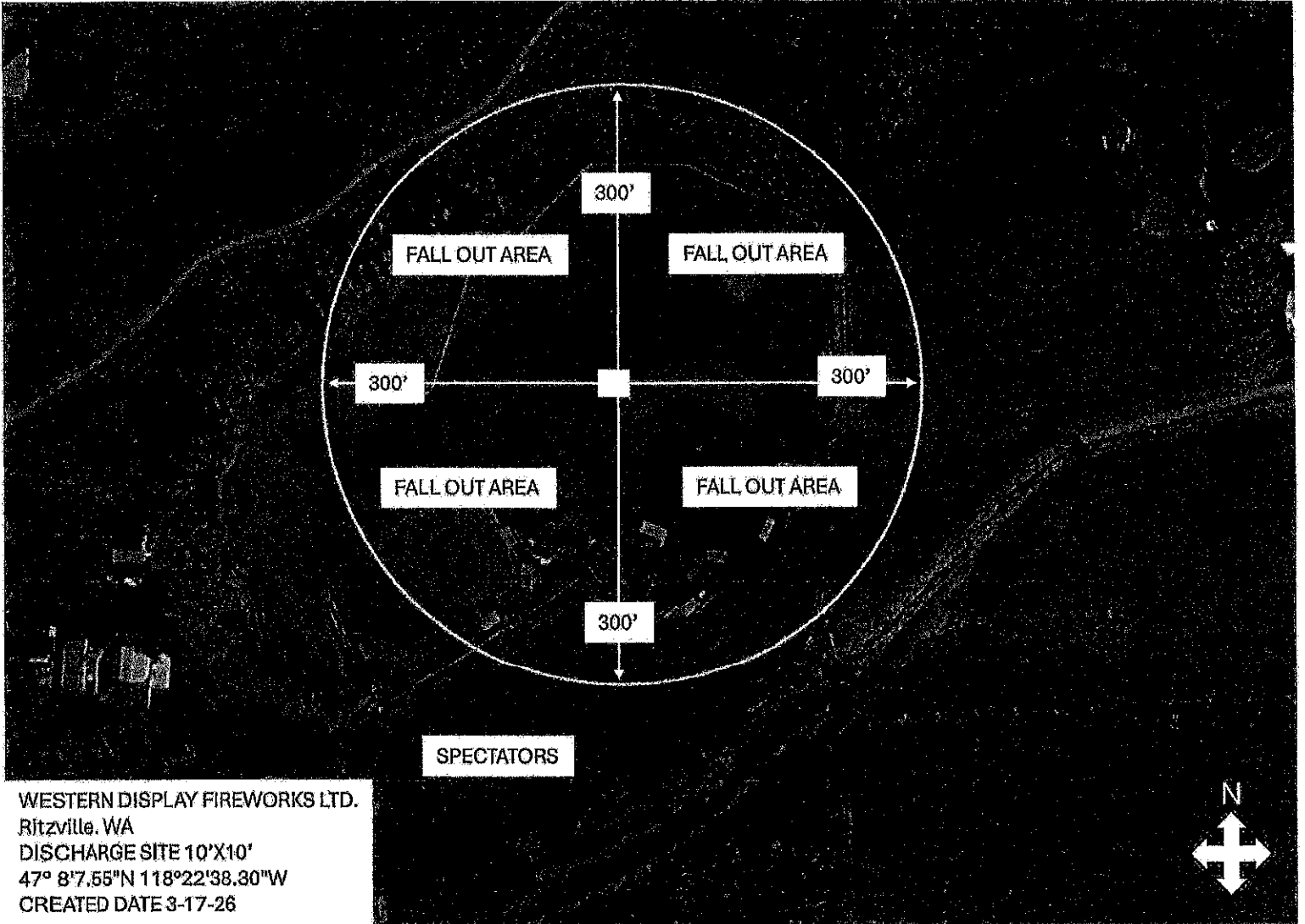

Josh Reidt, Treasurer
Ritzville United


Aimee Guiles, Secretary
Ritzville United

Hometown 4th of July Celebration	Projected Budget
Professional Fireworks Display from Western Display Fireworks, LTD	\$ 20,000.00
Free Food in the Park from Dog Stop	\$ 5,000.00
Commemorative Merchandise/Flags/Parade Handouts	\$ 1,500.00
Music in the City Park	\$ 1,500.00
Advertising	\$ 1,784.00
Firefighters (6) and two fire engines (2hrs)	\$ 216.00
Projected Budget	\$ 30,000.00
110 Request	\$ 25,000.00
Ritzville United	\$ 5,000.00

Revised per request

Exhibit A – Display Site Map – Ritzville



WESTERN DISPLAY FIREWORKS LTD.
Ritzville, WA
DISCHARGE SITE 10'X10'
47° 8'7.55"N 118°22'38.30"W
CREATED DATE 3-17-26



PUBLIC NOTICE

Dear Community Members:

Our non-profit group Ritzville United (www.ritzvilleunited.org) is excited to work with the City of Ritzville for our upcoming 250th Birthday "Salute to America" Community Fireworks Show on July 3, 2026. We will be utilizing the city owned softball/baseball field complex area for the professional fireworks display at 10pm on Friday, July 3, 2026.

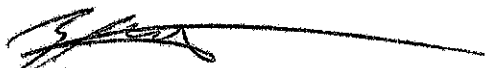
This spot was discussed and selected by Ritzville United and with members of the City Council, the Mayor, Fire District and City officials. It is a preferred spot for ease of access for the elderly and the fact that the farmers with crops nearby will not be growing anything this summer near that location.

The fireworks show will take place at approximately 10pm on Friday, July 3rd and will last about 20-25 minutes in duration. Community members will be invited to park in the parking lot/along the road and/or sit on the grass in the softball field while the demonstration takes place on the baseball field.

Western Display Fireworks, LTD has been in business in the PNW for over 60 years. The fireworks show carries its own liability insurance, obtains permits and fire official approval prior to the event.

There will also be a community parade at 9pm on Main Avenue prior to the fireworks show so we anticipate large crowds of parking/walking/riding to the event in and around the sports complex area. Please keep animals inside, cars and vehicles off the right of way to and from the baseball parking lot. If you have any questions or concerns or something that you feel we need to be aware of please contact city hall or Ritzville United. Thanks in advance for your support. We hope to make this a special event for our neighbors and the entire community.

Thanks,


Cory Bartlett, President
Ritzville United
509-659-0911 Office



PROFESSIONAL SERVICES AGREEMENT

Community Heart & Soul Project Coordinator

This Professional Services Agreement (Agreement) is entered into as of between:

- The City of Ritzville, a Washington municipal corporation, acting as fiscal sponsor for the Innovia Foundation Community Heart & Soul Program Grant (City), and
- Jamie Francisco, an independent contractor (Project Coordinator).

1. PURPOSE

The City is administering grant-funded implementation of the Community Heart & Soul program and desires to retain professional services for project coordination, implementation support, documentation, and reporting associated with the program.

2. TERM

This Agreement will continue for approximately twenty-four (24) months, unless terminated earlier by either party. Continuation beyond this term shall require written agreement of both parties and availability of funding.

This Agreement is contingent upon receipt and continued availability of grant funding. In the event funding is reduced, delayed, or withdrawn, the City may modify or terminate this Agreement without penalty.

3. SCOPE OF SERVICES

The Coordinator shall provide services consistent with the Community Heart & Soul program model and in coordination with the Core Team, City Community Development Director, and the Heart & Soul Coach, Josh Kaiel from Innovia. Services will include the following required activities and deliverables.

3.1 Program Coordination

- Coordinate implementation of the Community Heart & Soul process across all phases
- Maintain and actively manage the project work plan, track milestones and deliverables
- Coordinate regularly with Core Team, City Community Development Director and Heart & Soul Coach, Josh Kaiel of Innovia.
- Ensure progress toward established milestones and program outcomes

3.2 Community Engagement & Outreach

- Provide ongoing outreach to expand participation and community awareness
- Develop and maintain relationships with community stakeholders
- Coordinate and support community engagement activities and events
- Promote broad and diverse participation consistent with Heart & Soul principles

3.3 Meetings, Events & Communications

- Plan, schedule and coordinate Heart & Soul meetings and community events
- Prepare and distribute agendas, materials, and communications
- Support outreach and public notice activities
- Coordinate event logistics including venues, invitations and materials
- Provide communication to participants before, during and after events

3.4 Administration, Documentation & Reporting

The Coordinator will produce and maintain the following:

- Monthly activity summary and time tracking log (submitted with invoice)
- Project records and files
- Meeting agendas and minutes
- Required reporting forms and progress trackers per grant metrics
- Quarterly progress summarizing grant reporting and compliance
- End of phase reflection and final summaries using Heart & Soul tools and framework

4. TIME COMMITMENT

Services are anticipated to require approximately five (5) to seven (7) hours per week on average. Workload may fluctuate depending on project phase, meetings, or events and may occasionally include evenings or weekends.

5. COMPENSATION

The City shall compensate the Coordinator as follows from the Innovia Community Heart & Soul grant funds:

Annual Compensation: \$12,000

Monthly Payment: \$1,000

Total compensation under this Agreement shall not exceed \$24,000 over the full term unless amended in writing.

All payments are subject to availability of grant funds and City budget authorization

Payment shall be made monthly upon submission of an invoice that includes:

- Statement of services performed
- Monthly activity summary
- Total hours worked during the month

The monthly payment amount is fixed and not based on hourly billing; however, documentation of hours worked is required for grant compliance, recordkeeping, and audit purposes.

6. EXPENSE REIMBURSEMENT

The City shall reimburse pre-approved project expenses reasonably incurred in performance of services as per the City budget and the City Community Development Director. Reimbursement requires submission of itemized receipts, invoices, and approval of the City Community Development Director consistent with City financial policies. Mileage reimbursement shall follow current IRS or City rates. No reimbursement for personal expenses unless explicitly approved.

7. INDEPENDENT CONTRACTOR STATUS

The Coordinator is an independent contractor and not an employee of the City. Accordingly:

- No City employment benefits are provided
- Coordinator is responsible for all taxes and reporting obligations
- Coordinator shall provide their own equipment and workspace unless otherwise approved
- Coordinator has no authority to bind the City legally or contractually

8. PROGRAM DIRECTION AND REPORTING

Programmatic guidance will be provided collaboratively by the Community Heart & Soul Core Team and the City of Ritzville Community Development Department.

The Coordinator will work under the programmatic direction of the Community Heart & Soul Core Team which shall provide guidance on priorities, activities, and implementation of the Heart & Soul process. Financial and contractual responsibility will be with the City as fiscal sponsor, including contract administration, payment approval, and grant compliance.

9. RECORDS RETENTION & AUDIT

Coordinator shall maintain all records relating to services performed for a minimum of three (3) years following completion of the project and shall provide access for inspection upon request by the City or grantor. The City reserves the right to review records and documentation.

All project records shall be provided to the City in electronic format and stored within City-designated systems. The City shall be the official custodian of all project records. All work products, documents, reports, and materials produced under this Agreement shall be the property of the City.

Coordinator acknowledges that all records related to this Agreement may be subject to disclosure under Washington State Public Records Act (RCW 42.56) and agrees to cooperate with the City in responding to records requests.

10. INDEMNIFICATION

Coordinator agrees to indemnify, defend, and hold harmless the City, its officers, officials, employees, and agents from claims or damages arising from the negligent acts, errors, or omissions of the Coordinator.

11. INSURANCE (IF REQUIRED)

Coordinator shall maintain general liability insurance with minimum limits of \$1,000,000 per occurrence

And \$2,000,000 aggregate.

Proof of insurance shall be provided prior to commencement of services.

12. NON-ASSIGNMENT

Coordinator may not assign or transfer this Agreement without written consent of the City.

13. TERMINATION

Either party may terminate this Agreement with) thirty (30) days written notice.

Upon termination:

- Coordinator shall provide all project files, records, and transition assistance upon termination
- Payment shall be made for approved services performed
- Approved expenses shall be reimbursed
- Any over payment shall be returned

Continuation of this Agreement is dependent upon satisfactory performance and progress toward grant deliverables. Immediate termination may occur for material breach, misconduct, or failure to perform.

14. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Washington, and venue shall lie in Adams County. The Coordinator shall comply with all applicable federal, state, and local laws, including non-discrimination law.

15. ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties and supersedes prior discussions. Any amendment must be in writing and signed by both parties.

SIGNATURES

CITY OF RITZVILLE

Scott Yaeger, Mayor

Date: _____

Julie Flyckt, Clerk/Treasurer

Date: _____

Tom Reese
Planning & Community Development Director

Date: _____

COORDINATOR

Jamie Francisco, Project Coordinator

Date: _____

ORDINANCE NO. 2207
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RITZVILLE, WASHINGTON,
ESTABLISHING FUND NO. 107 FOR COMMUNITY INITIATIVES

WHEREAS, the City of Ritzville recognizes the importance of meaningful community engagement in supporting informed decision-making, long-range planning, and fostering a strong sense of community; and

WHEREAS, the City has participated in community engagement efforts such as the Community Heart and Soul Program, facilitated by the Innovia Foundation, which encouraged resident-driven input and collaboration; and

WHEREAS, the City Council desires to establish a dedicated fund to support current and future community initiatives, public outreach efforts, and activities that promote civic participation and implementation of city plans;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF RITZVILLE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to Ritzville City Code

Ritzville City Ordinance No. 2207, Chapter 1.60 of the Ritzville City Code, together with all ordinances or parts thereof from which said code originated, are hereby amended as follows:

1.60.450 Community Initiatives Fund

A. Establishment of Fund: The City of Ritzville hereby establishes Fund No. 107, to be known as the Community Initiatives Fund.

B. Purpose: The purpose of this fund is to receipt and expend revenues for community initiatives, including but not limited to public outreach and participation efforts, community visioning and planning initiatives, implementation of the City's Comprehensive Plan and sub-area planning, community-based programs, events, and partnerships, and grant-funded projects and related activities.

C. Revenue Sources: The Community Initiatives Fund shall account for revenues that are restricted, committed, or assigned to community-based programs, outreach, and engagement activities. Such revenues may include, but are not limited to, grants, donations, transfers from other funds, and other legally available funding sources.

D. Use of Funds: Expenditures from this fund shall be limited to the purposes set forth herein and shall be consistent with applicable state law, the City's adopted budget, and the Washington State Budgeting, Accounting, and Reporting System (BARS) requirements for special revenue funds.

E. Administration: The fund shall be administered in accordance with applicable state

laws and accounting standards, and all revenues and expenditures shall be properly accounted for in accordance with BARS requirements.

Section 2. Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date

This ordinance shall take effect and be in full force five (5) days after publication as required by law.

READ in open meeting, PASSED by the City Council of the City of Ritzville, Washington, and ORDERED PUBLISHED this ___ day of _____, 2026.

Scott Yaeger, Mayor

ATTEST:

APPROVED AS TO FORM:

Julie Flyckt, Clerk-Treasurer

John Kragt, City Attorney

**CITY OF RITZVILLE
RESOLUTION 2026-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RITZVILLE WAIVING
COMPETITIVE BIDDING, AND DECLARING THAT “SPECIAL MARKET
CONDITIONS” EXISTS FOR THE PURCHASE OF A USED GOLF GREENS MOWER**

WHEREAS, the current City of Ritzville Procurement Policies section 10 “Exemptions to Competitive Bidding Requirements” more specifically Section 10.2 “Purchases involving special facilities or markets” authorizes the City Council by resolution to waive established bidding requirements; and

WHEREAS, pursuant to RCW 39.04.280(1)(b) the City Council may waive competitive bidding with regard to the purchase of materials, supplies, or equipment where “special facilities or markets” exist by resolution or by the terms of written policies adopted by the municipality; and

WHEREAS, Municipal Research and Services Center (MRSC) has confirmed that RCW 39.04.280(1)(b) allows waiving the competitive bidding process for the purchase of materials, supplies, or equipment where “special facilities or markets”; and

WHEREAS, City of Ritzville Mayor is requesting the City Council to waive competitive bidding requirements of the purchase of a used golf greens mower within the approved 2026 City of Ritzville Budget Fund 500 ER&R; and

WHEREAS, the purchase of a replacement greens mower is in the approved 2026 Budget Fund 500 ER&R. Competitive bidding of a used golf greens mower is not feasible as the availability of the specialty equipment type is very unpredictable and once the used equipment is available the city needs to be able to secure the purchase quickly. The Mayor and the Golf Course Manager have inquiries about available units that would meet the city’s needs for the greens mower replacement and have found a mower within the 2026 budgeted amount.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Ritzville, Washington that: pursuant to City of Ritzville Procurement Policies section 10.2 and RCW 39.04.280(1)(b) competitive bidding requirement be waived with regard to the purchase of a used golf greens mower; and “special market conditions” exist for the purchase of a used golf greens mower for the replacement of the existing mower; and the Mayor is hereby authorized to negotiate pricing and purchase the used golf greens mower:

PASSED AND ADOPTED by the City Council of the City of Ritzville, State of Washington on this 7th day of April 2026. This resolution shall take effect immediately upon its adoption.

Scott Yaeger, Mayor

ATTEST:

Julie Flyckt, Clerk-Treasurer

Prepared For

RITZVILLE MUNICIPAL GOLF
104 E 10TH AVE
RITZVILLE, WA 991691628
(509) 659-9868

Prepared By

STEVE LEBSACK
Pacific Golf & Turf LLC
6206 E Trent Ave Bld 2 St A
Spokane, WA 99212
5099536482
slebsack@pacificgolfturf.com

Quote Id 1842160

Creation Date 31-Mar-2026

Expiration Date 07-Apr-2026

Customer Notes

Jesse-

Thank you for your time today, please see pictures of the unit. Sn#1TC2750EHLT010294, it has 1973 hours on it.

This unit is a John Deere 2750E hybrid (electric reel drive motors, reduces possible hydraulic leaks on greens) diesel engine, with QA5 quick adjust cutting units with 11 blade reels, front groomer brush, rear roller power brush and LED light kit.

If you have any questions please feel free to contact me at any time.

We would do the following,

Full service, all fluids, filters, belts, grease the chasis

Service cutting units, make sure all front and rear rollers are good, replace as needed. Replace bed knives, reels bearings, races, and seals. Grind the reels (if more than 50% life) install new reels (if less than 50% life) set HOC.

Evaluate and replace as needed all tires, and seat.

*** ALL USED EQUIPMENT IS SOLD "FIRST COME, FIRST SERVED". ALL USED EQUIPMENT IS SOLD "AS IS NO WARRANTY IMPLIED OR EXPRESSED".

Thank you for this opportunity.

Quote Summary

Equipment Summary	Selling Price	QTY In Group	Extended
JOHN DEERE 2750 ECUT HYBRID, DIESEL, TRIPLEX GREENS MOWER Golf Mowers	\$26,579.00	1	\$26,579.00
Equipment Total			\$26,579.00

Quote Summary

Total Selling Price	\$26,579.00
SALES TAX - (8.0%)	\$2,126.32
Sub-total	\$28,705.32
Balance Due	\$28,705.32

Salesperson : X _____

Accepted By : X _____

Selling Equipment

Quote # 1842160
Customer RITZVILLE MUNICIPAL GOLF

JOHN DEERE 2750 ECUT HYBRID, DIESEL, TRIPLEX GREENS MOWER QTY In Group : 1
Golf Mowers Selling Price
 Hours --- \$26,579.00
 Serial Number
 Stock Number ---
 PUK Parent Serial # ---

Equipment Summary

Code	Description	Qty
1	JOHN DEERE 2750 ECUT HYBRID, DIESEL, TRIPLEX GREENS MOWER	1

Base / Options

Code	Description	Qty
	QA5 QUICK ADJUST - 11 BLADE CUTTING UNITS	1
	FRONT GROOMER DRIVE	1
	FRONT GROOMER BRUSH	1
	REAR ROLLER POWER BRUSH DRIVE	1
	REAR ROLLER POWER BRUSH	1
	2" MACHINE GROOVED FRONT ROLLER WITH SOLID END CAPS	1
	2" SMOOTH REAR ROLLER	1
	BLACK BASKETS	1
	STANDARD SEAT	1
	LED LIGHT KIT	1
	20X10-10 BALLOON ROUNDED SMOOTH TIRES	1

Total Base / Options

Selling Price Subtotal

Total Selling Price

