

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, Garrett Blauert (on-line), 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, City Attorney John Kragt, and City Fire Chief Joel Bell. Also, present were Linda Schrag, Courtney Green, Amy Galbreath, Derek & Susan Schafer, Brian Bothun, Charles Jingling, 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 April 2nd, 2024, as presented. 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. Well 8R Pump Station Pay Estimate #3-POW Contracting, INC.**-Dave Breazeale stated the building was all framed up and had the detached part framed last week. Everything on the list has been done and Breazeale recommended approving the pay estimate. Council Member Michelle Plumb made a motion to approve Pay Estimate #3 for the Well 8R Pump Station Project to POW in the amount of \$179,643.33. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. Analyze City's SDC Rate Agreement-Varela and Associates**-Council Member Michelle Plumb stated the public works committee discussed the agreement and it will be beneficial to have Varela perform tasks 1 & 2 before the city decides on anything regarding changes to the system development charges (SDC). The public works committee's recommendation is to approve the agreement if the city still has the budget for it. It was \$7,915 for task #1 updating facility costs & ERUs and Task #2 to update the Water & Wastewater System Development Charges Report for \$10,200. Mayor Yaeger stated there have been some things that have changed since the report was created. Some of the facility costs from 2015 have been covered by other things. Well 8R and the update in the distribution lines were paid half with loan and now we are working on the grant. Council Member Michelle Plumb made a motion to approve the Analyze City's SDC Rates using the updated demand data between Varela & Associates and the City of Ritzville for the amount of \$18,115 to be split evenly between the water and sewer funds. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- C. Ritzville Memorial Cemetery-Washington Trust for Historic Preservation Grant**-Council Member Michelle Plumb stated the council requested the mayor reach back out to DAHP to see if there was any additional funding available, and the funder waited to see if any other awardees were not going to use their award but there is no additional funding available. The grant is \$42,325 and the city will need to pay the difference of \$10,450 for the the plot optimization. Clerk-Treasurer Julie Flyckt stated the vendor called to get an update on the project and she asked if it would be beneficial to do all tasks at once and while they were flexible to do the first part now and then the other

part later, it is not what they recommended for us to do. Council Member Michelle Plumb made a motion to move forward with the Historic Cemetery Preservation Grant with the remainder for plot optimization of \$10,450 to be pulled from the Local Recovery Funds. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- D. City Hall HVAC Replacement Bid-**Mayor Yaeger stated we received four bids from three different vendors. There are two HVAC units at city hall that are side by side in the furnace room. The vendor Polhamus provided two bids, one for a 95% and one for an 80% efficient unit. Kysar also gave us a bid for a 95% efficient unit for a total of \$48,996.47. The low bidder was Basin at \$24,910.32 for a 5-ton 95% efficient unit. That includes labor, parts, and compressor. Mayor Yaeger stated he and Public Works Director Breazeale reviewed the bids and recommended Basin Refrigeration with the 95% efficient unit. Council Member Dennis Chamberlain made a motion to accept the bid from Basin Refrigeration, Plumbing, Heating, Electric and Septic for \$24,910.32 out of the capital improvement program fund 301. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- E. Golf Course HVAC Replacement Bid-**Mayor Yaeger stated the same bidders for city hall provided bids for the Golf Course HVAC for a smaller unit. Mayor Yaeger and Public Works Director Breazeale's recommendation is to move forward with Basin Refrigeration for \$13,203.12. Council Member Michelle Plumb made a motion to approve the purchase of the 3-ton Carrier Brand 95% efficiency furnace from Basin Refrigeration for \$13,203.12 coming out of the capital improvement project fund 301. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- F. 2015 Ford F550 Service Truck Repair Estimate-**Public Works Director Dave Breazeale stated when the council approved the purchase of the F-550 he took it to Spokane to Corwin to have it checked as there was a noise in the motor. There was a noise when it was purchased but the scan tool was used and it was driven, but everything turned out fine. There were no codes thrown on the scanner. The crew took it up to Corwin and they pulled the oil pan off and they said it was so sludgy like the oil had maybe been changed once or twice in its lifetime. The 5th and 6th cylinder were also bad. Corwin has provided a price breakdown of what it would cost to put a new engine in at \$21,133.38 and the engine is on backorder. The truck was purchased for \$60,000 and the cost of the motor will be \$21,000, which will total \$81,000. Council Member Michelle Plumb made a motion to approve \$21,133.38 from the ER&R fund for the new motor for the F-550. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- G. Gateway Sign Bid-**Council Member Michelle Plumb stated the public works committee discussed the bids during their last meeting. The estimate provided by the Image Group last year was around \$40,000. The 110 hotel motel tourism application award is \$30,000 for the sign and the beatification fund allotment is \$9,500 for the salt column and the wheat stalk. There were two bid responses for the fabrication and installation, but the second bid did not come in on time and was not complete. The Image Group came back with a bid that is quite a bit higher than stated last year. The Image Group responded that the aluminum spec creates a significant price increase along with the radius element compounds manufacturing requirements. The question is how to cover the difference if we want to move forward with the gateway sign. The public works committee recommended awarding Image Group \$78,650 for the gateway sign fabrication and installation. Council Member Plumb made a motion to award the

gateway sign installation to the Image Group and allow city staff to figure out the best funding source for the difference between the Beautification Innovia Fund and the Local Coronavirus Fund. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

- H. Chief of Police Hiring Wage Scale-** Mayor Yaeger stated he needs a wage range approved by council before moving forward with WASPC to start the Chief of Police recruitment. Mayor Yaeger and Chief McCormick provided data for 12 different cities to understand similar community salaries. The 12 cities average is \$114,000 per year. There were three different proposals provided for the council and they were discussed at the finance committee meeting. Mayor Yaeger requested the council provide approval of one of the proposed salary ranges so the city can advertise the position. Council Member Mike Schrag made a motion to approve the mayor to advertise the Police Chief's salary range from \$80,000-\$110,000. Council Member William Green seconded the motion. Council Members Michelle Plumb and Jessica Quinn Motion opposed. Motion passed 5-2.

DISCUSSION AGENDA

- A. Rural Transportation Townhall-** Mayor Yaeger stated he attended a meeting for rural transportation a few years ago and it was very good information, and recommended council attend if they have time.
- B. Comprehensive Plan, Land Use and Zoning Periodic Update-** Clerk-Treasurer Julie Flyckt stated at the last meeting Aren Murcar with SCJ Alliance presented the comp plan to the City Council, which was approved by the Planning Commission. Since that time, Murcar and Flyckt have met with the Department of Commerce regarding the plan. The City of Ritzville is in a partially planning county and it does not have to follow all the rules of the growth management act and is doing a mid-year update due to the increase in development. The SEPA notice has also been published for feedback and agency review. Greg Fig with Washington State Department of Transportation spoke to Flyckt and Mayor Yaeger about the plan and recommended on page 32 to update the LOS (level of service) from a C to a D. Mayor Yaeger stated a C is stricter and D is more rural setting, so he would suggest following this recommendation to change that LOS. Figg also had questions on the land use map and the zoning map as he noticed the urban growth area was different on those maps. Flyckt talked with Murcar about how the maps show a future urban growth area on the land use map and it is not the same on the zoning map. As a partially planning city, there is not an urban growth area requirement. Flyckt will request to update the maps to have the same urban growth area in the final comprehensive plan to be provided at the April 16th public hearing in front of council.

CORRESPONDENCE: The Planning Historic Commission Minutes from February 2024 and the Ritzville Public Development Authority letter informing council about a new board member was provided in the packets.

MAYOR UPDATES: Mayor Yaeger stated the estimate for the 1st Ave Street project was way over budget, and he spoke with Ardurra to provide a new engineer's estimate. He will then set up a meeting with the Public Works Committee to review 6th Ave and 1st Ave at the same time.

DEPARTMENT UPDATES

- A. City Attorney**-John Kragt stated he is just working on a couple small projects.
- B. Public Works**-Public Works Director Dave Breazeale stated he had contacted three companies for the Golf Course and City Hall window bids and two of them came last week and one will be here this week. The crew has started the irrigation on the 1st Ave for the street trees where the water line was tapped, the meter put in, but it is all rock, so the progress is slow. The golf course main line irrigation busted at the meter, and the crew had to cut that all out and repair it. There was a sewer line break on 1st Ave by Todd O'Brien's shop. Avista's contractor came in and while they were auguring out a hole, they hit a sewer line as it wasn't marked. They dug it out and the city fixed it. The guys turned the irrigation on for the USDA building today and the valve broke. The crew will have to dig it up and fix it. The crew also started reading meters today. Hopefully it will get done this week so the bills can go out next week. There is also a waterline tap request for one of the new houses on Alder.
- C. Police**-Chief Dave McCormick stated on Easter morning quite a few citizens woke up to find their tires had been slashed. There were 19 separate reports, and at last count there were 30 tires that had actually been slashed. There were two officers working diligently on those reports. The police department was able to identify juveniles that were responsible. They were both interviewed and admitted their involvement. This month's schedule was very trying as one of the officers is going to be gone to a 40-hour FTO class, one is scheduled to have surgery on the 24th and will probably be out at least a week, one officer has a subpoena for a trial, and there are vacation requests.
- D. Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated the new copy machine arrived today and it is larger because it has a folding tray. The clerk department tested folding with the billing paper, and it folds exactly on the fold line. The 2022 audit was started in October, and it has finally gone through the next level of review. There are two items that Flyckt has to update, then it will go into the exit interview phase. At the planning commission meeting next Wednesday there is a street vacation request for 1008 S. Palouse. If the planning commission is in favor of the street vacation, it will then come to the city council to hold a public hearing. After that public hearing, the council can approve the street vacation by ordinance.
- E. Fire**-Fire Chief Joel Bell stated they have the hose testers coming in and they will do a pressure test on them for the insurance rating.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:29pm.



Michelle Asmussen, Deputy Clerk-Treasurer II