

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, William Green, and Garrett Blauert. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, and City Police Chief Dave McCormick. City Fire Chief Joel Bell and City Attorney John Kragt were absent. Also, present were Linda Schrag, Amy Galbreath, Derek & Susan Schafer, Brian Bothun, Courtney Green, 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 May 7th, 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. Domestic Animals Application-302 W. 10th Avenue-**Council Member Dennis Chamberlain stated the License and Rules Committee has reviewed the application and the committee has recommended moving it on to council for approval. Clerk-Treasurer Julie Flyckt stated the city allows a domestic animals permit for chickens, hens only, if it's tied to a 4H or FFA project. Pastor Christman's daughter is with the 4H program and her verification of being in the program is included in the application. She also contacted the neighbors with her dad to get signatures from them, all in one day. The application does meet all of the city's requirements. Council Member Dennis Chamberlain made a motion to approve the Christman chicken permit at 302 W. 10th Ave. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- B. Via Vista Mapping Agreement-**Council Member Michelle Plumb stated the Via Vista Mapping Agreement had been discussed multiple times and the GIS mapping will be funded by the DHP Historic Cemetery Grant, and the plot inventory authorization will be paid with the Covid money. Scott Field, with Via Vista mapping stated he will start by using ground penetrating radar, the latest technology GISS 3000. He will GPR the whole cemetery marking any unmarked burials that he finds with a pink dot and a survey flag. That flag will be put in approximately the belt buckle portion, the center of the burial. He will confirm which side the burials are on as far as if they do have a headstone or a footstone. He will mark anything he finds that may be unusual. Then he will come back with the latest technology and satellite GPS. He will take a GPS point at every single unmarked burial, wherever he puts the flag, and he will make a GPS point at every single burial that has a headstone or any type of marker. Fields will then take a picture at every GPS marker, that includes headstones, footstones, or Veterans markers because they do mark veterans with a certain color on the map depending on what war they were in. It could take up to 90 days to develop the GIS map. Once it is developed the city will receive a web map link with the cemetery map on it. It is a completely searchable map you can print, send, or put on a website. They will also provide a QR code to print and place at the cemetery. When people come to the cemetery looking for their loved ones, they can scan that QR code and bring up the location right on their phones. The council discussed the project start time and Field stated he could wait until after Memorial Day and will start on June 3rd. Council Member Dennis

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Chamberlain made a motion to approve the service agreement between Via Vista Mapping and the City of Ritzville as well as the retainer of 40% OR \$21,110. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.

- C. Gateway Sign Contract-Image Group Display-**Mayor Yaeger presented the agreement for the installation of the Gateway sign in the amount of \$78,062. Council Member Michelle Plumb made a motion to approve the mayor to sign the contract between Image Group Display, Inc, and the City of Ritzville for work in the amount of \$78,062. Council Member Jen Verhey seconded the motion. Motion passed 7-0.
- D. Malby and City Park Ping Pong Agreement-**Mayor Yaeger stated John Kragt's office reviewed the agreement and approved it. Council Member Mike Schrag made a motion to approve the ping pong table agreement between Daniel Malby and the City of Ritzville. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- E. Capital Improvement Plan and Fund Amendment-Burroughs Home Blinds and City Hall Windows-**Mayor Yaeger stated the volunteers at the Burrough's Home requested buying new blinds at the Burroughs home to protect the interior and the furniture that is inside the home. There is no budget in the Current Expense Museum budget fund for purchasing blinds this year. Brian Bothun from 309 W. 5th Ave requested to speak on behalf of the museum volunteers. He stated he can attest to the need for blinds as the current blinds are very old and pulling them down is a nightmare. He encouraged the council to approve the purchase. Mayor Yaeger stated looking at the request and speaking with the finance committee, his recommendation would be to look at the capital improvement plan and fund. The City Hall's capital improvement for 2024 was for HVAC, and it needs to be updated to HVAC and windows. Then to cover the blinds Mayor Yaeger recommended taking \$1,000 out of the city hall capital improvement budget and putting it in a line item for Burrough's Home improvement. There are some rough numbers for the city hall windows from two bids received so far. Mayor Yaeger stated he would entertain a motion for council to approve the amendment to the capital improvement plan for the Burroughs Home improvements for \$1,000, and the city hall to include HVAC & windows, reducing the total budget by \$1,000 to cover the Burroughs Home, and to also include the \$8,000 for the golf course restaurant equipment. Council Member Dennis Chamberlain moved to make that motion and Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- F. City Comprehensive Plan, Land Use, and Zoning Periodic Update, Ordinance No. 2180-** Clerk-Treasurer Julie Flyckt stated the updated Comprehensive Plan has taken three years to update and at the last council meeting the second public hearing was held. There was one question about whether to use the "urban growth area" term or if should be changed to "future growth area". Flyckt spoke with Andie Lorenz, the Adams County Planning and Building Director, and he said in the county's comprehensive plan they use the term future growth area. He said the City of Othello also uses the same term. The city's contracted city planner Aren Murcar and Flyckt met with the representative of the Department of Commerce, Ben Serr, who has authority over the comprehensive plans. Serr also said the future growth area language makes sense for the city to use that terminology. This change will not have any future impact on funding or grants. The comprehensive plan has now been updated to replace urban growth area with future growth area. This is the only change made to the plan since the public hearing. Flyckt stated the city is now ready to move forward for council to approve Ordinance No. 2180, approving the Comprehensive Plan, Land Use, & Zoning Periodic Update. Council Member Dennis Chamberlain made a motion to approve Ordinance No.2180, an ordinance of the City of Ritzville, WA approving the Comprehensive Plan, Land Use, and Zoning Periodic Update with the correction of

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urban growth area to future growth area. Council Member Jessica Quinn seconded the motion. Motion passed.

- G. Well, 8R Pump Station Project Pay Estimate #4-POW Contracting-**Mayor Yaeger stated the pay estimate is for work performed through April 26th, 2024. It is for site work, building interior finish, electrical rough in and equipment and generator install. Council Member Mike Schrag asked how much longer it would be before completion. Dave Breazeale stated Varela's schedule shows it will be pumping by June. Council Member Michelle Plumb made a motion to approve Pay Estimate #4 in the amount of \$392,836.85 to POW for work done on the Well 8R Pump Station project. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- H. Weber Road Speed Sign-**Mayor Yaeger stated Chief McCormick received a quote for the speed sign. Chief McCormick stated since the city is having issues with the current speed signs, he was impressed with the ones that he saw in St. John. Chief McCormick called the city clerk's office and talked to the clerk, and she said some of their purchases were through the state because of the state highways. She also said they have not had any problems with any of their signs since they put those in. If you are under the speed limit, they flash green and if you are over it flashes in red. The council asked about the sign being placed in the county and whether the citizen who offered to pay for the sign was going to pay for it. The council agreed to table the purchase of the sign until the next council meeting.
- I. Safe Streets for All (SS4A) Grant Agreement-U.S. Department of Transportation-Clerk-Treasurer Julie Flyckt** stated on the agreement there are some areas that are not filled in yet. It was sent over to the Washington State Department of Transportation and they will fill in the remaining amount. The agreement was reviewed by the grant representative who helped to update the agreement so it can be approved through DOT. Flyckt stated she wanted to get the agreement to the council for review, but the council can wait until it is sent back from DOT for final approval. Council Member Michelle Plumb stated this is a planning grant for a local roads action plan. The city is working with Ardurra on the plan, and they will put together a list of projects. The council decided to table approval until DOT sends the agreement back to the city.

DISCUSSION AGENDA

- A. City Hall Window Replacement-**Mayor Yaeger stated he wanted to give a quick update on the window replacement at city hall. There are two quotes, one is really high, and the other one is reasonable. He is going through them and making some changes to try and get a better estimate. At the finance committee, it was discussed to replace the panes in the windows in the chamber because it matches all the other woodwork in the room. In the other offices it doesn't really match any of the woodwork. So going with a vinyl or a fiber glass may work for other spaces.

CORRESPONDENCE

- A. Ritzville Public Development Authority March Minutes-**the minutes were provided in the council packets.

MAYOR UPDATES: Mayor Yaeger stated he finalized the job analysis for the police chief through WASPIC, and it was posted on their website on Monday. It is also posted nationally and on the AWC job net website. The plan is to do the first review on 1st of June. Mayor Yaeger is also working on a plan to hire an interim Police Chief, if the city cannot hire a Chief before Dave McCormick retires. Flyckt and Mayor Yaeger met with the city's land use attorneys Mike Connolly and Megan Clark last week. Connolly is retiring so the city is getting caught up on some of the projects he is working on. One of the projects is water rights. He has all the documentation that Public Works Director Dave Breazeale and Mayor Yaeger went through and scanned to him. Connolly has promised to look at that and have some way forward for us before he leaves. Megan Clark will be taking over for Connolly as she has always been part of the team with Connolly as the point person. Council Member Garrett Blauert informed Mayor Yaeger he has a new job and is moving so therefore he will be resigning from the council. Mayor Yaeger requested an official letter of resignation, then the council will have to look for a replacement. Council Member Blauert stated he will be leaving in the middle of June.

DEPARTMENT UPDATES

- A. Public Works**-Public Works Director Dave Breazeale stated Lane Pump will be here on the 17th, 18th, and 19th to install the pump. They claim a week after that it can be tested, and we will see if everything is here or not. The F-550 service truck's new motor is in and is done. Crew member Nick started mowing the city lots today to get ready for Memorial Day. The crew has been out spraying when they can when there is no wind. The appliance pick up was last Friday and there were 96 appliances. There is still more to pick up today. The Department of Health is now requiring every city to do a lead service line inventory. The city will need to inventory all the lead service lines of water in the city and not just the city lines. The correspondence stated the due date is October 16th of this year.
- B. Police**-Chief Dave McCormick stated Officer Beck-Gmeiner is in the academy and he started on the 1st of May. Officer Dew had some surgery and then his wife had a baby, so he is off for about three plus weeks. Officer Borden completed his 32-hour virtual child abuse investigation class through the training commission. He is going to go over to Grant County tomorrow night after his shift and train with the Sheriffs department on some of their in-service training as he received an invite because his brother works over there. Chief McCormick has been in contact with Jason Valentine who is a trooper that used to work here many years ago and he is currently the firearms training simulator instructor for Clear Risk. On July 10th, the officers will go through the training simulator. Officer Carlson is now scheduled for the same training that Officer Borden completed but we couldn't get him in until October. Chief McCormick has been watching the Maverik construction and observing the traffic and has concerns. Chief McCormick got in contact with a DOT in Colfax as they cover this area. He asked him for some signs that said truck crossing, construction zone, slow down, something to get people to slow down on 261. They found a speed sign and it is now placed up on HWY 261 just south of

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the Maverik development. Chief McCormick will continue to address the issue. Flyckt offered to follow up with Maverik and DOT too.

- C. **Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated the main project right now is completing the annual financial report which is due by May 29th. Due to the high workload, there is some shifting of duties in the clerk department so Danielle Jensen can help Flyckt with the annual report. Jensen's desk is now moved further back, and Michelle Keefer has moved to the front. The clerk department is always looking at internal controls every year, so that is part of that process where roles are switched. We are waiting for the city audit to be completed as it started in October. The Home & Garden show is on Saturday and the tree Board will have a booth at STCU. The show will be along 1st Ave and Main Ave for the Library and Main Event. The show will start at 10:00am.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:30pm.



Michelle Asmussen, Deputy Clerk-Treasurer II