

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 Community Development Director Tom Reese. City Fire Chief Joel Bell and City Attorney John Kragt 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 February 3rd, 2026, with payables in the amount of \$128,371.63, and total payroll in the amount of \$131,341.41 which includes the 2025 correction amount of \$3,894.16 and the total January payroll of \$127,447.25. 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. Public Works Street Signs-Newman Signs-** Dave Breazeale reported this is just part of the Wayfinding plan that the city has been working on for the last several years. The signs are listed on the bid but today it was pointed out that Par and Fairway are not included so it will increase by about \$100. The blue signs with white lettering can be seen on 6th Ave, as they have been updated. Council Member Brooke Scheel made a motion to approve the purchase of the signs up to \$11,000 with the addition of the missing signs, as presented, from Newman signs. Council Member Jen Verhey seconded the motion. Motion passed 7-0.
- B. Periodic Update Contract-SCJ Alliance-**Community Development Director Tom Reese stated the agreement from SCJ is for the state required growth management act periodic update for the comprehensive plan. Since the city is only a partial planning city under growth management, there are a couple critical areas, and a housing component and natural resource land sections that need to be updated. The funding is 100% grant funded by the state with direct reimbursement. Council Member Brooke Scheel made a motion to approve the agreement for professional services between SCJ, and the City of Ritzville as presented. Council Member Jen Verhey seconded the motion. Motion passed 7-0.
- C. Heart & Soul Program Letter of Support-**Community Development Director Tom Reese reported the draft letter is to show support from the city to move the Community Heart & Soul Program forward. It is a grant program that is facilitated by the Innovia Foundation for a national program that is awarded \$10,000 from national then they put in \$10,000 each over two years for \$30,000 total, plus the \$5,000 local match each of two years. Innovia is looking for the city to be the fiscal agent in receiving the funds. We will receive the disbursement of those grant funds over the next two years to execute the program. Reese will work with the mayor and Clerk Treasurer Julie Flyckt on setting up those budget line items to receive those funds and then disburse. Council Member Brooke Scheel made a motion to approve the Memorandum of Support for the Community Heart and Soul Project as written. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0. (Council Member Mike Schrag was absent for the vote).

- D. 2026 Golf Course Restaurant Lease**-Mayor Yaeger stated the lease is now for seven months instead of ten months like last year. The committee requested to collect the same amount of rental income in seven months as the city collected in ten months last year. Council Member Dennis Chamberlain suggested there should be something in the contract giving the lessee the option to stay open longer than the 7-month period if they choose to. Council Member Brooke Scheel made a motion to approve the lease for the City Golf Course Clubhouse Restaurant between the City of Ritzville and Porky's Clubhouse Grill with the changes as presented for 2026. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- E. Mosquito Board Appointment-Dustin Killian**-Mayor Yaeger stated in the packet was an email from David with Adams County Mosquito Control Board letting council know Dustin Killian's two-year term expires in March of this year, and he is willing to serve another two-year term if approved by the City Council. Council Member Brooke Scheel made a motion to approve Dustin Killian to serve another two-year term on the Mosquito Board. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0. (Council Member Mike Schrag was absent from the vote).

DISCUSSION AGENDA

- A. Innovia Community Grant Application**-Community Development Director Tom Reese stated requesting approval on submitting the Community Grants application titled Ritzville Community Placemaking and Belonging Initiative Grant. The application goes towards the priorities Innovia lists as a foundation of community wellbeing, arts & culture, economic thriving, along with several other categories. This application is in addition to the other parks improvement program applications: visitor impact grant application and Department of Natural Resources application. The combined funding will support comprehensively looking at out civic spaces, public landscape areas, gathering places, priority landscape areas like gateways and some of the downtown areas. As a consensus, the council agreed to move forward submitting the grant application for the Ritzville Community Placemaking and Belonging project.

CORRESPONDENCE

MAYOR UPDATES-Mayor Scott Yaeger stated he is working on getting the procurement policy finished. There is one piece on purchasing that he is researching as he wants to make sure the language is correct. He will be out of town for a conference next week.

COUNCIL COMMITTEE UPDATES:

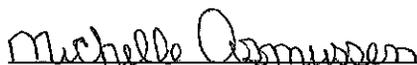
- **License, Rules, and Permits**-Council Member Dennis Chamberlain stated the committee met and reviewed edits and the council's concerns regarding the Traffic Impact Fee. Mayor Yaeger stated he and Tom Reese have a meeting with Ardurra on Thursday afternoon to review the memo and chart.
- **Finance and Employee Benefits**-Council Member Mike Schrag stated everything was already discussed.
- **Health and Wellness**-Council Member Jessica Quinn stated they are meeting on Friday at 3:00pm.
- **Public Safety**-The committee had a chance to look over the new police vehicle.
- **Public Works**-No report.
- **Parks and Recreation**-No report.

- **Personnel Committee**-Mayor Yaeger reported the committee met last week and went over the job description for the Sergeant Position. There was a lot of good conversation and feedback from the committee. Mayor Yaeger and Police Chief Suniga are meeting tomorrow at 4:00 to address those concerns. The personnel committee will meet again next Monday.

DEPARTMENT UPDATES

- A. City Attorney**-Attorney John Kragt excused.
- B. Public Works**-Director Dave Breazeale reported the new blinking stop signs are up on Division and 1st. When Breazeale was talking to Gonzalez on that installation, they were telling him about a pre-fab roundabout they are putting in over in Moses Lake. There is no concrete or asphalt, it is made of rubber. Breazeale is going to go to the pre-con and see what that is all about. The crew started working on the gazebo today.
- C. Police Department**-Police Chief Mike Suniga reported the officers went to Ephrata for training. The cameras will be installed next week, and he is working on quotes for HVAC updates for one of the older HVAC systems. There is a grant opportunity to get Live Scan, and a couple other items. There is \$11,000 left in the Wellness Grant after purchasing the Nap Pod and the state is asking us what we will spend it on. The police department is working on the National Night Out which is the first Tuesday in August. With the grant from Big Bend Electric, they may rent out the bowling alley for three hours and pay for the pizza and bowling. Chief Suniga has also talked to Columbia Bank about renting the movie theatre and having a movie night then blocking off downtown to have an area where the kids can see the fire trucks and police cars. It is anticipated Officer Wardlaw will be out on the road by himself by April.
- D. Fire**-Chief Joel Bell excused.
- E. Clerk-Treasurer**-Clerk-Treasurer Julie Flyckt reported the city received a partial refund in the amount of \$27,760, for insurance through CIAW. There were some changes that we made towards the end of the year that were not reflected in the prior invoice. The auditors will be onsite Thursday to do utility bill testing, and they spent a lot of time here last week. The dog tag renewal ad will be running throughout the whole month of February in the Newspaper, and it is posted on the website, and Facebook to remind people the tag renewal is due by the end of the month. Deputy Clerk II Michelle Asmussen and Flyckt will be at Springbrook training next Wednesday and Thursday in Spokane.
- F. Community Development**-Community Development Director Tom Reese stated he will be working on the Innovia grant, and the Grainery District's development and the boundary line agreements. He is also working with the library on repairs and reviewing the draft SS4A report. There will be a big announcement about a new business going into the old Starbucks building.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:00pm.



Michelle Asmussen, Deputy Clerk-Treasurer II