

OPENING OF COUNCIL MEETING

The Mayor opened the Remote Council meeting at 7:02pm with seven council members present remotely: Michelle Plumb, Mike Schrag, Scott Yaeger, Dennis Chamberlain, Dede Boyer, Mark Weigand and Debbie Chapman. Staff members in attendance remotely were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, City Attorney John Kragt and City Police Chief David McCormick. Also present was Katie Teachout from the Adams County Journal, Mark DeWulf, Derek and Susan Schafer and Thomas Stirling from SYNTIER Engineering. 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 Dennis Chamberlain seconded the motion. Motion passed 7-0.

ACTION AGENDA

- A. Grainland Acres Annexation, Comprehensive Plan and Zone Amendment Public Hearing-** Mayor Cook opened the Public Hearing at 7:04pm. The purpose of the hearing was to allow the public the opportunity to comment on the proposed annexation for the Grainland Acres parcels lot 1 and lot 2 of the Heinemann Short Plat # 2. There were no written comments received by 5:00pm and the staff did not receive any additional information. Mayor Cook asked if there was anyone that had any additional questions or would like to speak on this matter. Mark DeWulf attorney for Big Bend Electric stated they were given notice early on by Derek about his plans. The relationship with Derek and Big Bend has been very cordial and they really appreciate that. Big Bend Electric just has two requests. Big Bend does not want to be annexed into the City if they can help it and they hope to be able to continue their operations in their current zone going forward. If there are changes or amendments to the comp plan that might have an effect on Big Bend Electric, they would like to continue to be in the loop on those discussions going forward. With no further testimony, Mayor Cook closed the public hearing for the Grainland Acres annexation at 7:10pm.

Mayor Cook opened the public hearing on the *Land Use and Zoning Map Amendment* for *Grainland Acres* parcels was opened at 7:11pm. The purpose of the hearing was for the City Council to hear and consider any comments or concerns about the land use and zoning amendment. An application has been filed with the Clerk and City Council of the City of Ritzville requesting to zone Lot 1 of the Heinemann Short Plat #2 General Commercial (C-2) and Lot 2 of the Heinemann Short Plat #2 High-Density Residential(R-3) to accommodate the prospective uses of the property, pursuant to RCW 35.63.105. There were no written comments received by 5:00pm and the staff did not receive any additional information. Mark DeWulf, attorney for Big Bend Electric, stated he would like to make the same exact comments with respect to the zone change and annexation that he made on the previous public hearing. With no further testimony, Mayor Cook closed the public hearing for the Grainland Acres land use and zoning map at 7:13pm.

- B. Hydromax USA License Agreement-** Clerk-Treasurer Julie Flyckt stated Hydromax is working with Avista and they will be doing work in Ritzville. The attachment referenced in the agreement which will define the work area has not been provided. City Attorney John Kragt stated he would look over the contract over and get something back as soon as he could. Council Member Michelle Plumb stated it looks like this work may coincide with the snaky sewer project and if there was any way we can use the footage that they are taking for that project. Public Works Director Dave Breazeale stated it just depends on what locations they use as we don't know what area they will be accessing the sewer system. Michelle Plumb stated that she would also like to know if they find damage who is financially responsible to fix it. Council Member Scott Yaeger asked if the title of the agreement can be changed as license agreement does not seem to fit the purpose of the agreement. Mayor Cook asked for the council's thoughts on either voting now or waiting until they get more information. The council's consensus was to wait until next meeting when they get more information. Clerk-Treasurer Julie Flyckt will follow up with Hydromax regarding the council's questions.
- C. Golf Course Restaurant Contract-** Clerk-Treasurer Julie Flyckt stated they met with Dan Duff on the Golf Course manager and he said to go ahead and put it in front of council for the restaurant agreement. This contract will be for 12 months starting on March 1, 2021 and terminating on February 28th, 2022. There was an edit that needed to be made as it stated 8 months and it should say 12 months in section two of the contract. Council Member Mike Schrag stated on the managers contract the insurance was raised to a million dollars and the council should think about raising the amount on this contract also. Mayor Cook asked for a consensus if the council wanted to wait until the City Attorney John Kragt finds out if a million dollars would be better and then take another look at the contract on March 2nd. The consensus was to put off signing the contract until March 2nd.
- D. Healthy Washington-Phase 2, Resolution 2021-3-** Clerk-Treasurer Julie Flyckt stated we are now in Phase 2 where we can now have in person meetings up to 25%, continue to follow the 6 feet distancing criteria and wear masks. There can be up to 2 people at a time in the lobby, 2 people in the conference room, and 12-13 people in the council chambers by the time you try to social distance. They still want us to limit gatherings as much as possible. We are also required to have a safety plan which Julie is working on right now. The plan includes a lot of procedures city hall is already doing such as wiping down surfaces, social distancing and hand sanitizing. Resolution 2021-03 is a resolution of the city council of the City of Ritzville updating temporary procedures in response to the COVID-19 epidemic and entering phase two of Healthy Washington-Roadmap to Recovery Plan. Council Member Dennis Chamberlain asked what we were going to do if we hit capacity at a council meeting and can't let citizens into the meetings, how does the state address that? Mayor Cook stated we are going to have to take a look at that. If we have a maximum capacity, there may be a few council members that prefer to be on the phone and not come in person which would reduce the number in the chambers. We may have to ask people to join by phone for a period of time. Clerk-Treasurer Julie Flyckt stated we usually have an idea who is going to be at the meetings so if there are additional people that show up there could be a plan where staff move into offices and call in. We did order a conference phone that have multiple microphones to help with

the combo of attendees in person and over the phone. Council Member Dennis Chamberlain made a motion to accept Resolution 2021-16. Council Member Mark Weigand seconded the motion. Council Member Michelle Plumb stated that the number on the agenda said 2021-03 but on the resolution is showed 2021-16. Clerk-Treasurer Julie Flyckt stated it was wrong on the Resolution it should be 2021-03. Council Member Dennis Chamberlain amended his motion to accept Resolution 2021-03. Council Member Mark Weigand seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. Mayor Appointment Process-** Clerk-Treasurer Julie Flyckt stated there was a question at our last meeting about when the mayor appointment can occur. A person can rescind their resignation up to their resignation date so the earliest we can do the appointment is on April 1st and our next council meeting in April in on the 6th. Julie provided a suggested timeline for the appointment. The letters of interest have been published in the Adams County Journal once on the 10th and again on the 17th. It has also been advertised on the city's Facebook page and website. Letters of interest are due by the 25th and we currently have received 3 letters of interest. At the March 2nd meeting council members will review the letters and determine whether to schedule interviews for the following council meeting on March 16th. The final decision can not be done until the next council meeting on April 6th. Julie stated she could administer the oath of office that night or at the following meeting on April 20th. The council wanted to wait to schedule interviews until after the 25th to see if more letters come in.

CORRESPONDENCE

- A. Adams County Assessor Determination of Sufficiency: Derek and Susan Schafer-
- B. Grainland Acres SEPA Comments: DOE and County

MAYOR UPDATES

- A. Well 9 Litigation-** Mayor Cook stated subsequent to your vote on February 2nd he had some exchanges of emails back and forth with attorney Milt Rowland and he received the settlement agreement. Mayor Cook signed the agreement per council's authorization and sent the original signatures to Milt a week ago Monday. Clerk-Treasurer Julie Flyckt stated there will be other signers, but it hasn't officially been signed off by everyone yet.

DEPARTMENT UPDATES

- A. City Attorney-** John Kragt stated he has a couple things from tonight to work on such as the nuisance ordinance and will follow up with Chief McCormick.
- B. Public Works-** Public Works Director Dave Breazeale stated the crew is doing snow removal and got most of the town done but missed a couple streets which they will finish tomorrow. City hall is almost complete with the lobby being done but the inner walls need paint and trim. There is a sewer issue on the 500 block of West Broadway, where the whole block is on septic. One of the septic systems failed and was pumping sewage in the alleyway. This is the second time the line broke and the mayor drafted a letter to Tim Taft, the health inspector, who he came out to look at it and gave them an

order to get it fixed. Dave contacted DOE to seek funding for an emergency sewer line in the alley but he has not heard back from them yet.

- C. Police-** Police Chief Dave McCormick stated their first meeting with Lexipol is scheduled for tomorrow with a 3-hour opening plan meeting with the representative to start the draft. They will meet every week for 2 to 3 hours and it will likely take months to get the initial policy in draft form and then it will be sent to the city attorney for his review. Any notations or corrections will go back to Lexipol for changes and then it will go to the Mayor for review. They didn't get started when originally planned when the contract was signed the 1st of November. The Chief is going to ask them to amend the date of the contract to reflect the date that they actually started the project due to delays on both sides.
- D. Clerk-Treasurer-** Clerk-Treasurer Julie Flyckt stated during the finance committee meeting there were representatives from CIAW to help answer questions that the committee had. The committee did not have a chance to discuss all the information they received from CIAW, but they will wrap up the insurance review at the next committee meeting. Invoice Cloud will be going live at the end of the month and once everything is up and going, it will be communicated to the public. City Hall lobby will now be open at 25% capacity starting tomorrow. There is already a sign on the door that we are required to post. There is now an inner lobby door that will always be locked, and an appointment is necessary to go past those doors. Furniture has been ordered for the lobby to make it more functional, but it will not be here until about the middle of March.

COMMITTEE UPDATES

Public Works Committee-Council Member Scott Yaeger stated that in the packets there was an outline from Varela that the public works committee worked off of at the meeting on February 10th. We have been at a standstill on Well 8 as there has been some talk about putting the well in a different location so in the packet it explains some of that. It does give us some insurance of additional water service available up by Love's for expansion of what the ERU capacity is for the water line. It was nice to get some of the data from Varela on this project. The committee would like to recommend that we move forward with drilling a replacement well for Well 8 near the existing well site. The design would be completed in about a month and go out to bid early spring for construction this year.

PUBLIC REQUESTS AND COMMENTS-no public requests or comments.

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



Michelle Asmussen, Deputy Clerk Treasurer II