

**OPENING OF COUNCIL MEETING**

Mayor Yaeger opened the remote/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, Rod Larse, and SCJ Alliance contracted planner Aren Murcar (online).

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag moved to accept the consent agenda for April 21st, 2026, with payables in the amount of \$82,330.34. 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. **RRFB & Pedestrian Crossing Enhancements Projects-Pay Estimate No. 3**-The council reviewed pay estimate no. 3 in the amount of \$8,269.39 for the RRFB Pedestrian Crossing Enhancement Project. This payment represents the retainage amount owing to Gonzalez Underground. Council Member Brooke Scheel moved to approve Payment No. 3 in the amount of \$8,269.39 to Gonzalez Underground, LLC. Council Member Jessica Quinn seconded the motion. Motion passed 7-0.
- B. **SCJ Alliance General Planning Services Agreement-Amendment No. 9**-Tom Reese reported the Amendment No. 9 provides for \$10,000 budgeted general on-call planning services. Council Member Jessica Quinn moved to approve Amendment No. 9, Ritzville General Planning Services for professional services between the City of Ritzville and SCJ Alliance in the amount of \$10,000. Council Member Jen Verhey seconded the motion. Motion passed 7-0.
- C. **Collection System Cleaning & TV Retainage Release-Big Sky Industrial Services**-The council reviewed a retainage release for the collection system cleaning services that was part of the sewer plan update. Council Member Brooke Scheel moved to approve the retainage release to Big Sky Industrial Services in the amount of \$1,090.73 for the Collection System Cleaning & TV Retainage. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

**DISCUSSION AGENDA**

- A. **Comprehensive Plan Periodic Update-SCJ Alliance**-Aren Murcar presented an update on the Comprehensive Plan Periodic Update requirements under the Growth Management Act. As partial planning jurisdiction, the city is required to review and update development regulations related to critical areas and resource lands. The project is funded through a \$20,000 Department of Commerce grant and includes updates to critical areas ordinances, review of resource land designations, and additional requirements such as middle housing provisions and tribal coordination. Deliverables are due in June 2026 and 2027. Aren also outlined a proposed public engagement process including a spring survey, a joint summer workshop with the Planning Commission and City Council, and a fall review meeting. The Planning Commission will provide a recommendation to the City Council, with final adoption anticipated in 2027.

**B. 2026 Financial Reports-1<sup>st</sup> Quarter**-Clerk-Treasurer Julie Flyckt presented the first quarter 2026 financial report. The revenues and expenditures should be at 25% of the budget. For the Current Expense Fund the revenues were reported at 14.3% of budget, with expenditures at 27.1%, reflecting seasonal trends and annual insurance payments made earlier in the year. Notable variances included cemetery expenses at 28.4% and city streets at 31.6%. Total cash and investment balances were reported at approximately \$9.6 million. Staff will review and verify discrepancies related to U.S. Treasury bond balances.

**CORRESPONDENCE**-No items.

**MAYOR UPDATES**-Mayor Yaeger stated he may have a candidate for the Planning Commission and he is meeting with a roofing company to get a bid for the golf clubhouse roof.

**COUNCIL COMMITTEE UPDATES:**

- License, Rules, and Permits – No report.
- Finance and Employee Benefits –Everything was already discussed on the agenda.
- Health and Wellness – Reported on upcoming community cleanup and beautification days scheduled for May 9th, 12th, and 13th, following appliance pickup day.
- Public Safety – New ordinance request to be reviewed by the committee for recommendation to council.
- Public Works – No report.
- Parks and Recreation – No report.
- Personnel Committee – Mayor Yaeger reported receiving the handbook survey from Associated Industries. Julie Flyckt reported starting to answer the questions per the current personnel policies and will send the draft to the mayor and committee for their review.

**DEPARTMENT UPDATES**

**A. City Attorney** – John Kragt excused.

**B. Public Works** – Director Dave Breazeale reported on ongoing projects including the Centennial Path design with Newman Signs, appliance pickup day coordination with approximately 46 appliances to be collected, and continued vehicle surplus and auction processes. All the irrigation was turned on, lights for the Plaza were ordered and the new picnic table is here.

**C. Police Department** – Police Chief Mike Suniga reported staffing challenges due to illness, ongoing recruitment efforts including expanded advertising, and upcoming training involving new equipment.

**D. Fire** – Chief Joel Bell excused.

**E. Clerk-Treasurer** – Clerk-Treasurer Julie Flyckt reported the animal license letter is ready to go out after Chief Suniga reviews it. The COVID annual report will be submitted by the end of April, and Flyckt continues to work on the annual financial report that is due by the end of May.


**F. Community Development** – Community Development Director Tom Reese reported on continued work related to the Comprehensive Plan periodic update, urban forest and landscape management planning, grant coordination efforts, and community outreach including income survey efforts.

THE CITY OF RITZVILLE - REMOTE/IN-PERSON COUNCIL MEETING APRIL 21ST, 2026

**EXECUTIVE SESSION**-The council went into Executive Session at 7:50pm for 15 minutes as per RCW 42.30.110(ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. Mayor Yaeger stated they would come back out at 8:05pm and adjourn the meeting. Mayor Yaeger reconvened the meeting at 8:05pm with no action taken.

**ADJOURNMENT**

With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:06pm.

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Michelle Asmussen, Deputy Clerk-Treasurer

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Julie Flyckt, Clerk-Treasurer