

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 (remote), Jen Verhey, Jessica Quinn, and Brooke Scheel. Staff members in attendance were Clerk-Treasurer Julie Flyckt (remote), Deputy Clerk Treasurer II Michelle Asmussen, Interim Police Chief Bill Benner, and City Attorney John Kragt. City Fire Chief Joel Bell, Public Works Director Dave Breazeale, and Council Members Mike Schrag & William Green, were excused. Also present were Derek Schafer, Steve Meye, Brian Bothun, and Bernie Williams.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Michelle Plumb made a motion to approve the consent agenda for December 17th, 2024. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0.

PUBLIC REQUESTS AND COMMENTS- Council Member Chamberlain asked if there was anyone from the public who would like to comment. With no comments made, Mayor Yaeger moved on.

ACTION AGENDA

- A. Personnel Policy Amendment Holidays Section 7-12, Resolution 2024-09-**Council Member Dennis Chamberlain stated they had spoken about this a little bit in the committee, his preference would be to keep Juneteenth. There are reasons to keep it, for one thing it is a state holiday. Council Member Chamberlain stated the day after Christmas could be handled in other ways but for clarification the vote will be to switch Juneteenth for the day after Christmas. Council Member Michelle Plumb made a motion to adopt Resolution No 2024-09, a resolution of the City Council of the City of Ritzville adopting amendments and addendums to the personnel policy beginning 2025. Council Member Jen Verhey seconded the motion. Council Members Brooke Scheel and Jessica Quinn opposed. Motion passed 3-2.
- B. 2024 Interfund Transfer, Resolution 2024-10-**Mayor Yaeger stated the Resolution is authorizing an interfund loan from Current Expense to the General Capitol Project Fund to provide repayment. This is due to the Solar Project not being reimbursed yet and an interfund loan between the Current Expense and the General Capitol Project Fund I needed. Once the reimbursement comes in that money will be put back into current expense. Council Member Brooke Scheel made a motion to adopt Resolution No. 2024-10, a resolution of the city council of the City of Ritzville authorizing an interfund loan from the Current Expense Fund to the General Capitol Projects Fund. Council Member Jen Verhey seconded the motion. Motion passed 5-0.
- C. 2024 Budget Amendment Public Hearing, Ordinance No. 2183-**Mayor Yaeger opened the public hearing for the 2024 budget amendment at 7:25pm. The purpose of the hearing was for the city council to hear and consider all the pertinent facts related to the budget amendment as there were unanticipated expenses that require the budget to be amended. The 006 Memorial & Enhancement Fund had some additional expenditures beyond what was budgeted as the revenue was there to support that expenditure. The 403 Sanitation Fund, which was at 107% of the budget, had increases in expenditure, and the 408 Sewer Fund was close to being over budget. At the time of the budget being approved, the council did not anticipate any of these expenses therefore the need for an amendment. Mayor Yaeger asked if there were any comments or questions from the public or the council. With no comments or further discussion the public hearing for the 2024 budget amendment was closed at 7:28pm. Council Member Brooke Scheel made a motion to adopt Ordinance No. 2183. Council Member Jessica Quinn seconded the motion. Motion passed 5-0.

- D. General On-Call Task Order Authorization #1-Ardurra-**Mayor Yaeger stated the task order is for on-call services for Ardurra's services with development. Ardurra helped a lot with Maverik on the streets and storm drains and also on the Les Schwab project. The agreement is for \$10,000 and will come out of the 106 COVID Local Fiscal Recovery funds. Council Member Michelle Plumb made a motion to approve Task Order Authorization #1 in the amount of \$10,000 to Ardurra. Council Member Brooke Scheel seconded the motion. Motion passed 5-0.
- E. Professional Funding Assistance Task Order #2-Ardurra-**Mayor Yaeger stated the task order is for general funding assistance for funding applications. Ardurra has assisted with TIB applications, and the task order is a continuation of that type of work. Last year, the city budgeted \$25,000 but only spent \$9,600, which is why there is an estimated \$7,500 this year. Council Member Michelle Plumb made a motion to approve Task Order Authorization #2 between Ardurra and the City of Ritzville for funding assistance in the amount of \$7,500. Council Member Jen Verhey seconded the motion. Motion passed 5-0.
- F. Impact Fee General On-Call Task Order #3-Ardurra-**Mayor Yaeger stated the task order is for assistance with the traffic impact fee, which has not been finalized yet this year. This is between Ardurra and the City of Ritzville for \$2,000 to complete the traffic impact fee rate study and ordinance. Council Member Brooke Scheel made a motion to approve Task Order #3 General On-Call for Traffic Impact Fees in the amount of \$2,000. Council Member Jessica Quinn seconded the motion. Motion passed 5-0.
- G. Development Code Update Agreement Amendment-SCJ Alliance-**Mayor Yaeger stated the development code amendment is for \$10,000 from the 106 COVID Local Fiscal Recovery funding for the code updates. It will be divided between Phase 3, Phase 4, and Phase 5 to assist with the remaining and additional development code amendments, including the mixed-use code draft. Council Member Dennis Chamberlain asked if this was just a ditto of the agreement that the city had in 2023. Clerk-Treasurer Julie Flyckt stated it is just adding on to the agreement we had before, since the development code update is taking longer. Chamberlain had objected but agreed to vote for it last year, but stated the table number 11.05.030, provide for administrative interpretation and stated that will need to be deleted for him to vote for it. He stated this came to the planning commission with this edit in place and they agreed with him. Currently it reads if somebody needs an interpretation, they will go to the planning commission and they will interpret the development code. That is the way he believes it needs to stay as it is a huge safeguard. Chamberlain stated the license & rules committee haven't been able to get their edits in, so maybe get rid of #11 and put in review license & rules recommended edits and omit or advise. Council Member Jessica Quinn stated she feels the license & rules committee has spent a lot of time on this, done a lot of work on it to get it done and now it is just sitting there. Mayor Yaeger stated, where this is right now is Julie Flyckt and himself need to sit down with SCJ Alliance and then after that sit down with license & rules because he needs to understand chapter 11. Mayor Yaeger stated he would like to see it first, incorporate all the license & rules changes, get an understanding of it and then sit down with the license & rules committee and SCJ Alliance. Flyckt stated she asked SCJ Alliance to go back through the changes that license & rules provided and make sure they are all in there. Attorney John Kragt stated he feels for the council's perspective as it is important to note those are the deliverables promised by SCJ Alliance, but that does not mean license & rules, or the council must agree to those deliverables. For example: on number 12 11.195 the article says the City of Auburn, it's a cut and paste, obviously the City of Ritzville isn't going to adopt code that says the City of Auburn. So that would be an example. Council Member Brooke Scheel made a motion to approve the agreement between SCJ Alliance and the City of Ritzville for the development code work in the amended amount of \$10,000 with the corrections to item #11 that omits the line provides administrative

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- H. On Call Services Agreement Amendment-SCJ Alliance-**Mayor Yaeger stated the agreement is for general planning services and development review. Clerk-Treasurer Julie Flyckt stated the agreement is from 2025 through 2026 as it is using up the rest of the COVID Local Fiscal Recovery money. The city will have to do the comprehensive plan update again in a couple of years and the allocated money can be used for that as well. Council Member Michelle Plumb made a motion to approve the agreement for professional services with SCJ Alliance in the amount of \$38,551.04 to be paid out of the COVID fund. Council Member Brooke Scheel seconded the motion. Motion passed 5-0.
- I. Meter Inventory Agreement-Varela-**Mayor Yaeger stated the agreement is for the water meter inventory, allocating funding from the COVID Local Fiscal Recovery fund. Currently, the city has a spreadsheet and some handwritten notes on the sizes and materials of the meters. The agreement includes doing the GIF mapping so the city will have the coordinates on all the meters, and while they were there they would go through that data. Council Member Michelle Plumb made a motion to approve the service meter inventory agreement with Varela not to exceed \$20,840 to be paid out of the COVID Local Recovery fund. Council Member Brooke Scheel seconded the motion. Motion passed 5-0.
- J. Golf Course & Cemetery Irrigation Agreement-Varela-**Mayor Yaeger the agreement is for golf course and cemetery irrigation to provide an as-built electronic drawing inventory of the irrigation systems so in the future there can be bid improvements to those irrigation system facilities. The total amount on this project is going to be \$19,680 allocated from the COVID Local Fiscal Recovery Fund. Council Member Brooke Scheel made a motion to approve the professional services agreement between the City of Ritzville and Varela for the GPS Golf Course and Cemetery Irrigation System not to exceed \$19,680 out of fund 106. Council Member Jen Verhey seconded the motion. Motion passed 5-0.
- K. 2025 Final Budget Public Hearing, Ordinance No. 2184-**Mayor Yaeger opened the public hearing for the 2025 City Budget & Fees at 8:07pm. The purpose of the hearing is for the city council to hear and consider all the pertinent facts. The clerk provided a copy of the proposed final budget to all in attendance. Overall, the 2025 budget impacts include:
- Minimum wage increase of \$.38 to \$16.66.
 - Health Insurance increase of 7.3%, and liability insurance at 19.8% .
 - New Community Development Director role.
 - 3% COLA for all employees except the Chief of Police & Community Director as they are new wage lines.
 - Community requests for Gritman Senior Center at \$3,000, ACDC at \$10,000, and the Tree Board \$1,500.
 - TIB Grants to complete 1st Ave & 6th Ave sidewalk maintenance and multiple area projects, and
 - USDOT SS4A grant to complete a road safety plan.

In the budget the blue-highlighted areas are the latest updates. On page 45 there was a change from the last budget for Current Expense Fund 001. The added 15% is a reimbursement from the COVID Local Recovery Fund for the Community Forestry Grant (page 60). The other change is on page 55, which is the 106 COVID Local Fiscal Recovery fund. Council Member Michelle Plumb stated the Cemetery mapping with Via Vista allows the city to make up to 20 updates for \$500 a year. Council Member Plumb did not have time to get an agreement together yesterday. After discussion about how to deal with the agreement Mayor Yaeger asked if there were any more comments or questions from the public

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING DECEMBER 17TH, 2024 or the council. Hearing none, the public hearing for the 2025 Final Budget was closed at 8:18pm. Council Member Jessica Quinn made a motion to approve Ordinance No. 2184, adopting the 2025 Final Budget & Fees with a total expenditure of \$6,998,215.51. Council Member Jen Verhey seconded the motion. Motion passed 5-0. Council Member Brooke Scheel made a motion to add an item to the action agenda, K-2, for the mayor to enter a contract with Via Vista Mapping for the amendment for 10 years. Council Member Jessica Quinn seconded the motion. Motion passed 5-0. Council Member Brooke Scheel made a motion for the mayor to enter into an agreement with Via Vista for \$5,000 of data update. Council Member Jessica Quinn seconded the motion. Motion passed 5-0.

- L. RRFB & Pedestrian Project Task Order #4-Ardurra-**Council Member Michelle Plumb stated the agreement is for RRFB & Pedestrian Project. Plumb does have a question specifically for the mayor as it states excluding contract work. The agreement is for the TIB project for the three approved locations, and it is supposed to be done by June of next year. Normally, when there is a TIB project like 1st Ave the city's engineering contractor prepares everything, such as the documents and contracts. Attorney John Kragt stated he thinks this is just an additional scope of work that's incorporated into the original contract. Mayor Yeager stated moving the item to the next meeting to provide more information.
- M. SS4A Comprehensive Safety Action Plan Award-**Council Member Michelle Plumb stated the public works committee received three plans for the Safe Streets for all Comprehensive Action Plan Award to review. The public works committee made time yesterday for the review and used a scoring sheet to award the project to SCJ Alliance. The committee stated their bid amount was \$100,000, and the grant is for \$104,000. Council Member Michelle Plumb made a motion to approve the award of the SS4A Comprehensive Safety Action Plan to SCJ Alliance. Council Member Brooke Scheel seconded the motion. Motion passed 5-0.
- N. Food Bank Street Closure Request-**Mayor Yeager stated the food bank is holding their annual food distribution for the holidays. They request blocking off Broadway west bound from Division to Washinton Street from 8am-1pm on December 19th. Council Member Brooke Scheel made a motion to approve the request for the street closure. Council Member Jessica Quinn seconded the motion. Motion passed 5-0.
- O. 6th Ave Sidewalk TIB Updated Cost Estimate-**Mayor Yeager stated the 6th Ave Sidewalk project had some additional costs and a TIB cost estimate is now needed. On the front page of the cost estimate is the maximum allowable increase of \$58,928. On the back page is Ritzville's previous commitment was \$28,940 and now with the increase it is \$34,380. This is for unforeseen replacement of irrigation and sprinkler systems running from properties to landscaping buffers. Mayor Yeager stated if you go to the next agenda item and look at number 6, 11 & 17 on the detailed payment schedule. Council Member Jen Verhey made a motion to approve the 6th Ave TIB updated Cost Estimate for the total project cost of \$471,836. Council Member Brooke Scheel seconded the motion. Motion passed 5-0.
- P. 6th Ave Sidewalk Final Pay App-**Mayor Yeager stated it states final pay app but really there is still retainage owing. Council Member Michelle Plumb made a motion to approve the final pay app to Gonzalez Underground LLC in the amount of \$142,012.52. Council Member Jen Verhey seconded the motion. Motion passed 5-0.

DISCUSSION AGENDA

- A. 2022 Fiscal Year Audit-**Clerk-Treasurer Julie Flyckt stated the auditors provide three different responses to an audit and they can be an exit item, a management or a finding. An exit item is if there is something they noticed where you can improve your internal controls. They will let you know but it doesn't land on your audit report that goes to the public. A management letter

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means it is important for you to update for your next audit, and they will review it and make sure it is updated. A finding is concerns about a government's control over public resources or other issues. This year when the auditors gave the report, they showed all the items that the city has accomplished regarding internal controls, but unfortunately, the city did get a management letter for the procurement policies. The federal standards of the highest procurement amount are not in the policies and there is more federal language that needs to be added to those policies. The city also got a finding because of the USDA RD loan. It's a different type of funding where you pull down the loan portion before the grant portion. The loan portion is a line of credit from a bank before it goes into the grant portion. The part we didn't report correctly was the line of credit, as there are three different sections to report that money. The city's finance consultant, Tara Dunford stated this was caused by a coding error that was minor in a sense. The revenue that came in from the original loan proceeds was coded as a grant rather than proceeds from debt issuance. That had a trickle-down effect, and the additional debt did not get added to schedule of liabilities or schedule 9. She stated that was what the real issue was with the auditors was that there was this 1.2-million-dollar balance that should have shown up as an addition and there should have been this liability balance that wasn't.

CORRESPONDENCE-There was no correspondence.

MAYOR UPDATES-Mayor Yaeger had no updates.

DEPARTMENT UPDATES

- A. **City Attorney**-John Kragt stated he would like to bring up that zoom is not required anymore and it never really was post covid. A lot of government entities have removed that aspect from their meetings. He stated they have removed it from the hospital board meeting, and it is because of interruptions like what happened during the meeting.
- B. **Public Works**-Excused and no report.
- C. **Police**-Interim Chief Bill Benner stated they have been busy. They had to serve a search warrant that went well.
- D. **Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated she wasn't going to do a normal report since she was remote and didn't feel well but she did want to thank everyone for getting through the budget process.
- E. **Fire**-Chief Joel Bell stated they have had a couple of busy months. Last month they did hose testing and ladder testing, which was a good thing as they found out there are two or three bad hoses. This month they had community service calls for the last three weeks. They also just finished up with the giving tree. Every year they put in for a \$1,000 grant to purchase gifts off the tree down at STCU.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:58pm.


Michelle Asmussen, Deputy Clerk-Treasurer II-