

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, Jen Verhey, Jessica Quinn, Brooke Scheel, Mike Schrag, and William Green. 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, Community Development Director Tom Reese, and City Attorney John Kragt. City Fire Chief Joel Bell was excused. Also present were Linda Schrag, Brian Bothun, Rick from the Cheney Free Press, Derek & Susan Schafer, Glen Stockwell, 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 for October 7, 2025, in the amount of \$115,562.40 for payables, and \$93,386.17 for Payroll. Council Member Dennis Chamberlain seconded the motion. Council Member Brooke Scheel requested item F, Personnel Policy Amendment, Resolution 2025-13 be moved from the action agenda and placed as item C on the discussion agenda. Council Member Brooke Scheel made an amendment to the original motion to remove item F from the action agenda and move it to the discussion agenda item C. Council Member Mike Schrag seconded the motion. Motion passed 7-0. Mayor Yaeger went back to the original motion and asked for a vote. Motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS-Mayor Yaeger asked if there was anyone from the public who would like to comment. Glen Stockwell at 405 N. Division Street began by stating he sent all the council members an email with a video attached. He requested the city council write a letter to the Adams County Commissioners telling them not to give themselves a raise in 2026 for their part-time jobs.

ACTION AGENDA

- A. Creating Transportation Benefit District Public Hearing, Ordinance No. 2196-** Mayor Yaeger opened the public hearing for the Transportation Benefit District at 7:08pm. Clerk-Treasurer Julie Flyckt stated the hearing is for establishing the Transportation Benefit District, specifically to help with additional funding for transportation which is very limited to the City. By establishing this district, it will include the transportation improvement plan that we are required to do every year, and it will help to increase funding specific to improving those transportation projects. There is also another Ordinance 2197 that follows, if this transportation ordinance is approved, then there can be an additional sales and use tax of 1% to the transportation benefit district and help with those projects. Mayor Yaeger asked if there were any written comments by 5:00pm today, and there were no comments and no public comments. Mayor Yaeger closed the public hearing for the Transportation Benefit District at 7:11pm. Council Member Brooke Scheel made a motion to approve Ordinance No. 2196 an Ordinance of the City of Ritzville establishing a Transportation Benefit District, specifying the boundaries for the transportation benefit district, specifying the transportation improvements to be funded by the transportation benefit district, and providing for

severability and establishing an effective date. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- B. Transportation Benefit District Tax Ordinance No. 2197**-Mayor Yaeger stated this ordinance would be imposing additional sales and use tax of 0.1% within the boundary just established. Council Member Brooke Scheel made a motion to approve Ordinance No. 2197 an ordinance of the City of Ritzville imposing an additional sales and use tax of one-tenth of one percent within the boundaries of the Ritzville Transportation Benefit District for the purpose of financing costs associated with transportation improvements in the district identified herein as authorized by RCW 36.73.040; establishing severability and an effective date. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. Grainery District Preliminary Subdivision Plat Public Hearing, Resolution 2025-12**-Mayor Yaeger opened the public hearing for the Grainery District Preliminary Subdivision Plat at 7:13pm. Community Development Director Tom Reese stated during the Sept. 16th city council meeting he presented the staff report and went through the entire proposal, SEPA designation, and the MDNS. The Planning Commission has approved the resolution for their recommendation to move forward with approval of the preliminary subdivision plat. There are some corrections to the resolution as in the 5th paragraph down the Planning Commission hearing was on July 23rd and the next paragraph down the City Council held a public hearing on September 16th. Mayor Yaeger asked if there were any written comments by 5:00pm today, and there were no comments and no public comments. With no further testimony the hearing for the Grainery District Preliminary Subdivision Plat was closed at 7:17pm. Council Member Dennis Chamberlain made a motion to adopt Resolution 2025-12, a Resolution of the City of Ritzville approving the preliminary plat for the Grainery District Subdivision, subject to conditions of approval, with the corrected dates. Council Member Brooke Scheel seconded the motion. Motion passed 7-0.
- D. Temporary Construction Bulk Water Rate, Resolution 2025-13**-Community Development Director Tom Reese stated at the city council budget workshop, there was about the development fee updates and keeping them comparable and inline with other communities around Eastern Washington. It was pointed out that the construction water rates are challenging. The contractor for the Grainery District pointed out that the rate structure was unobtainable for the amount of water that is needed for construction for compaction and dust control. As a solution there is an option for a temporary water rate for construction that is more in line for adjoining adjacent communities around Ritzville. In order to update the fee schedule, it requires council process to codify it by ordinance. Due to a timeline for this particular project, there is a RCW that the City of Ritzville can pass a resolution this evening on a new construction water rate. Reese presented two options, \$5 or \$7.50 per thousand gallons. Council Member Dennis Chamberlain supported the \$5 rate to promote development and construction. Council Member Scheel agreed with Chamberlain noting the strategic importance of encouraging growth and infill. Council Member Mike Schrag advocated the \$7.50 rate believing that rate would better recover the costs for the citizens. Council Member

Brooke Scheel made a motion to adopt option 1 at \$5.00 per 1,000 gallons, resolution No 2025-13, with the amendment recommended by the Public Works Director requiring a \$1,500 refundable deposit for a meter hydrant and \$75 rental fee per month. Council Member Dennis Chamberlain seconded the motion. Council Member Mike Schrage abstained. Motion passed 6-1-0.

- E. Main Avenue Street Closure Request-Chamber of Commerce-**Mayor Yaeger stated the request is to close Main Ave from Adams Street to Division Street, on Friday, October 31st, from 1-5pm. Council Member Dennis Chamberlain made a motion to approve the street closure for Trick-or-Treat/Halloween Activities. Council Member Jessica Quinn seconded the motion. Motion passed 7-0.

- F. Public works Purchase-Salt/Sander-**Public Works Director Dave Breazeale the salt/sander will be the final purchase for our plow truck. It is a removable salting/sanding unit that goes in the back of the plow truck bed so you can remove it in the summertime if you need to haul things. Paris Supply was the cheapest at \$14,680.11. The plow truck cost was \$106,242 and purchasing the salt/sander would bring the total to \$120,922.11, which is still under the \$130,000 in the budget. Council Member Brooke Scheel made a motion to approve the purchase of the salter/sander from Paris Supply in the amount of \$14,680.11 from the ER&R fund. Council Member Mike Schrage seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. 2026 FY Projected Revenues-** Clerk-Treasurer Julie Flyckt the projected revenue numbers are already in the draft budget there are some minor changes that will be in the next version of the draft budget. Flyckt presented the shared stated taxes totaling \$142,346 for 2026. Also discussed were the local taxes including property tax, real estate excise tax and sales and use tax, noting that the utility tax has increased significantly. Also presented was the breakdown of the revenue sources: 7% from the state, 83% from local and 10% from the city. All of the projected revenue will be in the 2026 budget.
- B. 2026 Draft Budget-**Mayor Yaeger stated the draft budget provided in the packets will be discussed at Friday's budget workshop.
- C. Personnel Policy Amendment, Resolution 2025-14-**Council Member Michelle Plumb stated the committee wanted to present all the changes at once to the council in one document to help with tracking purposes. The additions include a general conflict of interest rule, longevity pay provision under 6-9, and edits to the annual leave as requested from staff due to the reduction in holiday hours that was approved for 2025. The staff recommended the annual leave be retroactive to January 2025 since the change was proposed in March, and it took so long to address it. The change switched the second tier from 10 hours of vacation hours gained to 12 hours, third tier from 12 to 14 and the top tier from 15 to 16. Council Member Brooke Scheel expressed strong concerns about the committee structure, stating it should have more council

representation. She indicated she would not support policy changes from a committee with inadequate council representation. There was no action taken.

CORRESPONDENCE:

- A. Public Development Authority Minutes-June 12, 2025
- B. Personnel Committee Minutes-October 1, 2025

MAYOR UPDATES-Mayor Yaeger stated he has been busy working on the 2026 budget.

COUNCIL COMMITTEE UPDATES:

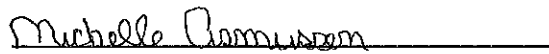
- **Licenses, Rules and Permits**-No report.
- **Finance and Employee Benefits**-Council Member Schrag stated everything was talked about tonight or will be discussed Friday at the workshop.
- **Health and Wellness**-Council Member Schrag stated they had a long meeting and came up with some good ideas. Some of the ideas are additional clean up days, and request some additional funds to put a couple of large dumpsters out in the community as well. The committee divided the city into thirds, and each person was going to take a section and drive around looking for nuisances.
- **Public Safety**-Council Member Chamberlain stated they are working on the proposed 0.1% tax.
- **Public Works**-No report.
- **Parks and Recreation**-Council Member Plumb stated they met to go over some finalization for things the tree board needed for their budget.
- **Personnel Committee**-No report.

DEPARTMENT UPDATES

- A. **City Attorney**-Attorney John Kragt stated Julie Flyckt sent her a couple utility account issues with landlord/tenant situations.
- B. **Public Works**-Public Works Director Dave Breazeale stated the golf course sign is painted and assembled, and the Welcome to Ritzville sign is painted and they will be installed this week. Meters are being read for the last time this year and winterizing them for the coming winter. Irrigation is being blown out and turned off this week or next. All the toppers for the light poles have come in finally and the downtown street signs are up for the Historic District. Breazeale is working on purchasing a water truck which will be the last purchase for this year as per the ER&R plan.
- C. **Police Department**-Chief of Police Mike Suniga stated they have been busy getting some last-minute training before winter. The police department received a \$2,000 grant from Big Bend that's going to be going to be community engagement. The estimated cost is \$500 for Halloween, \$500 for Shop with a Cop and ear marking a \$1,000 for National Night Out. On the 17th, the police department is having an entry level test with five applicants.
- D. **Fire**-Chief Joel Bell was excused.

- E. Clerk/Treasurer-**Clerk-Treasurer Julie Flyckt stated she is working on the draft budget and preparing for the budget workshop on Friday. She continues to work on the audit and after tonight she will be sending the approved TBD ordinance to the Department of Revenue.
- F. Community Development-**Community Development Director Tom Reese stated he has primarily been working on resolutions and preliminary plats. The Community Heart and Soul kickoff event occurred on September 24th. It was a really great turnout with about 50 people turned out. The second meeting is set for October 28th and look forward to the same kind of turnout. Deputy Clerk Treasurer I Renee Arp has been a huge help on permits. Since Starbucks has closed up, he has been tag teaming with Kyle at ACDC trying to find another business to come in and take that over.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:20pm.


Michelle Asmussen, Deputy Clerk-Treasurer