

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, Mike Schrag, Jen Verhey, and William Green. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, City Police Chief Dave McCormick, and City Attorney John Kragt. City Council Member Jessica Quinn and City Fire Chief Joel Bell were excused. Also, present were Linda Schrag, Derek & Susan Schafer, Austin Kragt, and Dale Brown from the Cheney Free Press.

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 June 4th, 2024, as presented. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0.

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

ACTION AGENDA

- A. Safe Streets for All (SS4A) Grant Agreement-U.S. Department of Transportation**- Clerk Treasurer Julie Flyckt stated we received the agreement from US Department of Transportation for the Safe Streets for All project. The grant amount is \$104,720. Mayor Yaeger stated the city's share is going to be \$20,944. Council Member Michelle Plumb made a motion to approve the mayor to sign the SS4A grant agreement with USDOT with the city share to be paid out of streets. Council Member Jen Verhey seconded the motion. Motion passed 5-0.
- B. 1st Avenue Improvements Bid Authorization**-Mayor Yaeger requested approval of the 1st Avenue Improvements bid advertisement. The bids will be open at 11:00am on June 26. Nothing has been changed regarding the cost. Council Member Michelle Plumb made a motion to approve the advertisement for bids for 1st Avenue Improvements. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0.
- C. 6th Avenue Sidewalk Project Bid Authorization**-Mayor Yaeger stated needing approval for the 6th Avenue Sidewalk Project bid advertisement. This bid is on the same day as the 1st Avenue project, on June 26th, but at 1:00pm. Council Member Mike Schrag made a motion to approve the adverting for bids for the 6th Avenue Sidewalk Project. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0.
- D. Well 8R Pump Station Project Pay Estimate #5-POW Contracting**-Ben Varela from Varela Engineering stated most of the electrical parts are either in or showing up this week, so it should all be installed by next week. The pump installer has the entire pump, but not the motor yet so they are waiting to get confirmation because that was supposed to be this week or next. Hopefully later this week there will be more clarity on where the pump is at and when it will be installed. Tentatively, it will be installed in the 3rd week in June. Most of the building has sheet metal on it and the work has been on and off because of the availability of materials. The pay estimate #5 is for site work, building siding & roofing, electrical rough in and equipment, and generator fence/gate

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work. Council Member Michelle Plumb made a motion to approve Pay Estimate #5 in the amount of \$197,183.20 for work completed through May 24th by POW. Council Member Mike Schrag seconded the motion. Motion passed 5-0.

- E. Distribution System Project Acceptance-**Ben Varela stated the lien release is finally coming through for the distribution project. The documents included in the council packets are mainly the ones that RD will require in order to release reimbursement for the retainage. The documents are Certificate of Substantial Competition, the cover letter recommending the council accept the project and then a resolution that council accepts the project. Varela believes the punch list items have been taken care of although he has not seen them himself. If there are still outstanding items, then the council wouldn't necessarily have to release the retainage yet. Council Member Mike Schrag made a motion to adopt Resolution No 2024-04, a resolution of the city council of the City of Ritzville approving the 2023 Distribution System Improvements Project as complete. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0.
- F. City Hall Window Bids-**Mayor Yaeger stated there were three companies that came to Ritzville to provide bids but there were only two bidders for city hall, and three bids for the golf course. There are 14 existing windows. The reason there are 15 on River City Glass's bid is because it included the council chamber windows. The chamber windows are left out because we don't want to replace them with vinyl right now, and we want to see if we can find some other options or see if we can find someone to replace the panes. Public Works Director Dave Breazeale and Mayor Yaeger reviewed the quotes and recommended the Pella Window and Doors with an almond color to match the exterior colors the best they can. Council Member Michelle Plumb made a motion to award the 2024 City Hall window replacement to Pella Window and Door from Spokane in the amount of \$28,991.63 to be paid out of the REET Capital Improvement fund. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0.
- G. Golf Course Window Bids-**Mayor Yaeger stated Pella Windows, Northwest Windows & Doors and River City Glass all quoted existing windows. They were asked to rebid the windows and the only bidder that provided an updated bid was Pella. The first bids on all of these didn't include the double doors going on to the deck, the second bid for Pella did include the doors. With the HVAC, the golf course restaurant equipment and these windows for \$37,544.99, that leaves about \$14,500 left in the budgeted amount. Council Member Mike Schrag made a motion to approve the bid from Pella Windows and Doors for \$37,544.99 for the golf course window replacements from the Capital Improvement Fund. Council Member Jen Verhey seconded the motion. Motion passed 5-0.

DISCUSSION AGENDA

- A. Golf Course Manager-** Mayor Yaeger stated he and Public Works Director Dave Breazeale met with the golf course manager Dan Duff on Tuesday the 28th. He informed them that his family will be moving to Spokane as his wife has a new career opportunity. At that time, Duff didn't know how long he was going to be able to continue to fulfill his

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contract as manager. Mayor Yaeger let him know he would check back in with Duff on Friday. They met again and Mayor Yaeger ask Duff to figure out if he was going to commute for the remainder of his contract or what he was going to do.

CORRESPONDENCE

- A. Ritzville Public Development Authority April minutes were provided in the council packets.

MAYOR UPDATES: Mayor Yaeger stated he was trying to get an update from WASPC as they were busy the last two days, but he has a phone call meeting tomorrow to get an update on the process of the recruitment for the Chief of Police. It is getting down to the wire and he is working on a draft description for the interim Chief of Police.

DEPARTMENT UPDATES

- A. **City Attorney**-John Kragt stated he has been working with the mayor on a little bit of contract language.
- B. **Public Works**-Public Works Director Dave Breazeale stated its meter time again, so the crew is going to start reading tomorrow. He is sending Justin to Lind for sweeping before the combine derby per the interlocal agreement. On Friday morning there was a catastrophic failure at the Pete's lift station where both pumps simultaneously crashed and burned up. They are 300gpm pumps together they were pumping 70gpm, so they were not pumping to their capacity. The system was watched until about 1:00am, and then Breazeale went home. Nick came out about 6:00am and the station was full again, and it wouldn't pump below 4 feet. The motors are scraped, and the sensors are burned up. Breazeale couldn't get the vendor down to work on it until today, and they did a bunch of messing around and ordered some parts. It's on automatic now and working like it is supposed to but it's not right and it's going to be somewhere around \$5,000-\$8,000 to replace or rebuild them.
- C. **Police**-Chief Dave McCormick stated Robby will be back to work on the 5th, as he has been out for 5 weeks. We will try to get caught up on some reports that he was the lead investigator in.
- D. **Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated she submitted the annual financial report last week. The public works crew is starting to read meters this week so billing will be coming up by next week. The staff is working on the next installment of the newsletter and Flyckt will be taking some time off to help her parents.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 7:42pm.



Michelle Asmussen, Deputy Clerk-Treasurer II