

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, Jessica Quinn, Mike Schrag, Jen Verhey, and Brooke Scheel. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Public Works Director Dave Breazeale, City Police Chief Dave McCormick, and City Attorney John Kragt. City Fire Chief Joel Bell, Deputy Clerk Treasurer Il Michelle Asmussen, and Council Member William Green were excused. Also, present were Linda Schrag, Brian Bothun, Ben Varela, 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 Mike Schrag made a motion to approve the consent agenda for August 6th, 2024, as presented. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

COUNCIL MEMBER WARD #2 OATH OF OFFICE- Clerk-Treasurer Julie Flyckt swore in the new City Council member Brooke Scheel to the Ward #2 position.

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. **Show Cause Hearing: 402 E. 3rd Avenue-** Mayor Yaeger opened the Show cause hearing at 7:05pm. The purpose of the hearing was for the City Council to hear and consider the pertinent facts relating to show cause why a resolution should not be adopted, ordering the nuisance be abated by the city or its designee with the costs of said abatement being charged against the said landowner. The show cause is at 402 E. 3rd Ave and the property owner is Jodi Torneby. Clerk-Treasurer Julie Flyckt stated on July 1st the first photos were taken. The conditions which constitute a nuisance were overgrown grass and weeds. A letter was mailed to the property owner on July 2nd, 2024, stating the nuisance with a show cause date of August 6, 2024. The mayor and Flyckt drove by the property today and there were no changes to the property. Mayor Yaeger confirmed the property looks exactly like the latest pictures, very overgrown. The mayor asked if there was anyone there to make comments on the property. Council Member Dennis Chamberlain asked if we had heard anything from the owner. Flyckt stated the lady is usually really good at communication, so she was surprised there has been no response. Mayor Yaeger stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Dennis Chamberlain made a motion to pass Resolution No. 2024-06, a resolution of the City Council of the City of Ritzville declaring 402 E. 3rd Ave a hazard and a menace to public health and providing for removal. Council Member Mike Schrag seconded the motion. Motion passed 6-0. Mayor Yaeger closed the show cause public hearing at 7:05pm.

- B. Well #8R Pump Station Change Order No 2-**Ben Varela stated the pump station is basically complete, everything is there and installed, there is one issue. There is some money left with the RD funding, around \$300,000, so there are a couple items left to complete for the project. The change order actually has two items for the chain link fence around the well #8 site and the overflow discharge piping from the discharge pits to a location past the home to the south. The discharge pit as it sits now fills up with water pretty quickly and there is solid rock underneath, then overflows into the surrounding property. The plan is to add some drainage pipe and get it past that property and out to where it can't flood. The drainage is going to follow the baseball fields. The pit will fill up in 34 minutes, but a standard start up isn't going to discharge that long. This would be more like when you need to flush the well for whatever reason. Mayor Yaeger stated the old well used to drain exactly where it is draining now, behind the poplar trees. Ben stated he has sent these to RD already because we are getting close to the contract completion date of Sept. 24th. Council Member Michelle Plumb made a motion to approve change order No. 2 between the City of Ritzville and POW in the amount of \$62,100 for fencing and overflow discharging pipe at Well 8R Pump Station. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- C. Well 8R Pump Station Pay Estimate No. 7-POW Contracting, Inc-** Ben Varela stated payment no. 7 is for the finalized interior piping & Plumbing, building siding & roofing, electrical equipment installation and pump installation. The project is basically complete except for the couple change orders that were authorized. There was a start up a couple of weeks ago and there were some problems with the shut down, so they are working on a solution now. With this pay estimate they were actually asking for almost the full amount for the pump, 90%, that is \$450,000. Varela told them no and they went back and forth, and then landed on 50% payment which is \$250,000. Council Member Brooke Scheel made a motion to approve Pay Estimate #7 to POW in the amount of \$278,792.37. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- D. RRFB Grant Application-**Council Member Michelle Plumb stated the grant application is for the complete streets program. Ardurra worked on the application and narrowed it down to the ones that would make the most sense for the city's application. It is a cost estimate in order to figure out if the city wants to increase its commitment. With TIB projects the city usually has a 5% match, and the city can put a little bit more money into the application to make TIB look at it. At 5% the city's share would be about \$7,500. Michelle stated, if the council wanted to increase 5%, now would be the time to do that. The applications are due by the 9th of August. Council Member Mike Schrag made a motion to approve the city's share at a 5% minimum and up to \$10,500 for the first three projects listed on the memorandum from Ardurra. Council Member Brooke Scheel seconded the motion. Council Member Dennis Chamberlain made an addendum to the first motion to include having the mayor sign the funding application and the commitment to match letter. Council Member Michelle Plumb seconded that motion. Both motions passed 6-0.

- E. **2024 Complete Streets Funding Cycle**-This agenda item was covered under RRFB Grant Application.
- F. **Police Car Purchase**-Mayor Yaeger stated the city approved in the 2024 budget a police car replacement valued at \$28,374 for a used or leased return police vehicle. The mayor read the letter he provided in the council packets about the purchasing of a new police car. Due to the unfortunate damage to the existing SUV, while being repaired in Spokane and the fact that this vehicle is looking like the insurance will total this car, the department is down one car and it will need to be replaced. The need for purchasing a replacement car is not due to a want but a need for this year. Mayor Yaeger requested the Council's approval to increase the ER&R budget for the 2024 Police vehicle to \$76,000, which will cover the purchase and licensing. The public works department had a new snowplow for replacement in the ER&R budget, but Mayor Yaeger would like to hold off on that until next year. Mayor Yaeger proposed increasing the ER&R expenditure budget to \$337,000 but staying within that budget. Chief McCormick stated the frame on the wrecked car has substantial damage. To repair those, they cut the frame off, put a whole new frame on up front but everything has to come out first. The first bid was \$19,600. They took it to a 2nd body shop in Spokane that repairs patrol cars routinely and they said it would be at least \$10,000 on top of that bid to replace that frame. Chief McCormick spoke with Spokane Auto Care, and they said their insurance company was going to offer \$10,000. Chief McCormick told them that was not going to work, and about all the things that are in the car. They were supposed to send Chief McCormick an email last Friday and it has still not been sent. Council Member Jessica Quinn made a motion to increase the ER&R budget to \$76,000 for the purchase and licensing of a new police vehicle. Council Member Mike Schrag seconded the motion. Motion passed 6-0.
- G. **Interim Chief Request**-Mayor Yaeger stated he wrote a letter to the council and included a draft interim police chief description. In the process of trying to move forward, he was given the name of Moses Lake retired Police Chief Kevin Fuhr. He started his full-time career in law enforcement in the City of Ritzville back in 1992-1993. He then went to the Adams County Sheriffs Office from Nov-1993-Feb 2007, then Rathdrum police Chief then Moses Lake Police Chief. Mayor Yaeger's request was to allow the mayor and city attorney to negotiate a contract with Kevin Fuhr to provide that service of interim Chief of Police until there is a replacement. Fuhr would be starting on or before September 30th. The Chief of Police job advertisement is back out on WASPIC, posted on AWC, in the newspaper and on the city's website. Council Member Brooke Scheel made a motion to support the mayor's request to have Kevin Fuhr step in for six months as the interim police chief for the City of Ritzville. Council Member Michelle Plumb seconded the motion. Council Members Dennis Chamberlain, Mike Schrag, and Jessica Quinn opposed. Motion tied 3-3. Mayor Yaeger broke the tie vote by approving the motion.

THE CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING AUGUST 6TH, 2024
DISCUSSION AGENDA

- A. **Jan-June 2024 Quarterly Financial Report**-Clerk-Treasurer Julie Flyckt stated the percentage to budget from Jan-June is at 50%. Anything that is not meeting that exact 50% amount was highlighted. Right now, the current expense fund, which is the general fund, the revenue is at 52% so we it is 2% higher than projected in the budget, and the expenditures are down. Flyckt stated the financials are looking really good, especially being halfway through the year. Flyckt also provided a cash and investments balance sheet. Flyckt, Mayor Yaeger and the finance committee have been working with the city's finance consultant to review the city's investments further. That will be coming to council as soon as a report is put together and ready for council to review.
- B. **2025 Budget Calendar**-Clerk-Treasurer Julie Flyckt stated it's that time of the year again where we start working on budget numbers, which is a multi-month process. In June the mayor, finance committee and Flyckt starts to work on the budget calendar and financial policies. In July to August the Mayor and Flyckt will work with department heads on their budgets. On October 1st projected revenues are provided to the city council, then set property tax public hearing for Nov. 5th. It is suggested to have the budget workshop on Friday, October 4th. Then on October 15 there will be a special meeting for 110 fund application presentations. On November 1st, the Mayor prepares a preliminary budget and budget message and presents it to the council as up until that point it's the mayor's budget. Then there is public hearings and approving the budget in December.

CORRESPONDENCE: there was no correspondence.

MAYOR UPDATES: there were no mayor updates.

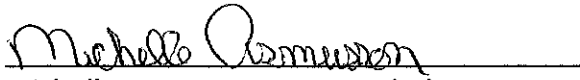
DEPARTMENT UPDATES

- A. **City Attorney:** John Kragt answered council's questions regarding garbage service to Maverik and the response from UTC. The next steps are for the city to contact the UTC and let them know about the annexation.
- B. **Public Works**-Public Works Director Dave Breazeale stated the crew started painting up by the school. The crew has new paint this year, because it sets up way faster. It has a 5-minute set time from the time it hits the ground until the time it's dry. The crew is going to paint the whole town, the sidewalks, crosswalks, train crossings, everything is going to get painted. Today Avista dropped power to the lift station, then the generator called out for fail to start and no power. Breazeale couldn't figure it out because the generator was not back online because it has not been cleared to be put back online by Midland Electric. Breazeale called Ben at 5:00 and 5:30. Ben called Scott, Scott called Midland, Midland called me, and they walked me through the process of turning it on. Breazeale got it working and everything seemed to be working and the pumps were all working well. It took about 30 seconds to drain the lift station which is what it is supposed to do. Maverick is going to start the crossing on 261 on Monday. They need to cut the road, dig the road, saw 17' deep, put in a 12" sewer line and a 6" water line and then pave it. The crew is getting the city ready for Labor Day and spraying the weeds.

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- C. Police**-Chief Dave McCormick stated they are going to start taking applications again for a police officer to replace Officer Borden when he leaves. Today along with the mayor, commissioners, Sherriff, and some other county people Chief McCormick attended the annual City/County meeting for a discussion on jail and dispatch services. There has been no final decision made yet, but it was a good discussion, and everyone knows the cost of things is going up. Chief McCormick has been in communication with FCI for two weeks regarding the police car replacement.
- D. Clerk/Treasurer**-Clerk Treasurer Julie Flyckt stated the city received the draft digital map for the cemetery, and there is still a good amount of work to do. Michelle Keefer and Michelle Plumb are teaming up to help get information to Via Vista mapping for further updating. The Clerk Department is starting to work on the digital grant with the Secretary of State to get those items sent to them. This last month we have had staff out on vacation, medical leave issues and Flyckt is looking forward to being fully staffed soon.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 9:03pm.


Michelle Asmussen, Deputy Clerk-Treasurer II-