

OPENING OF COUNCIL MEETING

Mayor Scott Yaeger opened the remote and in person council meeting at 7:00pm. The council members present were Michelle Plumb, Mike Schrag, Dennis Chamberlain, Jen Verhey, Jessica Quinn, and Garrett Blauret. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Police Chief Dave McCormick, Public Works Director Dave Breazeale, and City Attorney John Kragt. City Fire Chief Joel Bell was excused. Also, present were Barry & Dede Boyer, Linda Schrag, Brian Bothum, Derek & Susan Schafer, Kyle Niehenke, McKenzie Quinn, and Dale Brown from the Cheney Free Press.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Scott 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 January 2nd, 2024, as presented. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

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. 2024 Agreements

- **Financial Consultant-Tara Dunford-** Clerk-Treasurer Julie Flyckt stated the financial consultant agreement with Tara Dunford is the one the city updates each year, for the past four years now. The agreement is for services up to \$4,995, which is the same amount as last year. Dunford billed the city for 2023 services in the amount of \$1,837. Flyckt likes to have some cushion in the agreement just in case there are any unforeseen projects that the city will need Dunford's help. Council Member Michelle Plumb made a motion to approve the mayor to sign the agreement with Tara Dunford not to exceed 27 hours or \$4,995. Council Member Jen Verhey seconded the motion. Motion passed 6-0.
- **SCJ Alliance Comp Planning Services-** Clerk-Treasurer Julie Flyckt stated the amended agreement is to extend the current two years of work on the comprehensive plan. There is still a lot of work that needs to be done on the plan since there has been new development in the city. There is a current draft of the comp plan, which Flyckt is currently reviewing, and it will go to the Planning Commission next Wednesday. Once the Planning Commission approves it, it will be coming to the council next for review and approval. There will be two public hearings 30 days apart and commerce has to review the plan. The amendment is for \$7,500 to complete the plan. This funding is budgeted in the Covid local recovery fund. Council Member Mike Schrag made a motion to approve Amendment No. 1 with SCJ Alliance for \$7,500. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

- **Ardurra Funding Assistance Agreement-** Mayor Yaeger stated the city contracted with Ardurra in 2023 to help with funding assistance, which is really grant assistance. This agreement is in the budget under the Covid funds. A couple of projects that funding assistance supported last year was the 6th Ave sidewalk project and the TIF (traffic Impact fees). Council Member Michelle Plumb made a motion to approve the task order authorization for Project #230412 for the 2024 funding assistance, not to exceed \$25,000 with Ardurra. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- **OIC of Washington Water Assistance Agreement-**Clerk-Treasurer Julie Flyckt stated OIC is out of Moses Lake, and they receive state funding to provide utility assistance. The agreement shows their responsibilities and the city's responsibilities as the water vendor in order to have this funding go to city customers. Since OICE received more money, this agreement extends the agreement and why it is back dated to October of 2022 when the funding started. Council Member Jessica Quinn made a motion to approve the mayor to sign the vendor agreement between OIC of Washington and the City of Ritzville. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

B. 2024 Contracts

- **Golf Manager-** Mayor Yaeger stated the changes being made to the contract from last year is the date. The date on the back is incorrect but will be fixed. Council Member Mike Schrag wanted to know since there was an incident last year, is it Dan's responsibility to turn the water off or the public works department? Mike also stated the inventory list is supposed to be turned in by November 15th, I think it is important that we have it. Council Member Dennis Chamberlain had a question on page 2 paragraph C, about when the deposits are being made. Clerk-Treasurer Julie Flyckt stated Dan brings the deposits on Monday mornings every week. Council Member Mike Schrag made a motion to approve the Golf Course Managers contract for 2024 with Dan Duff. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- **Golf Course Restaurant-** Mayor Yaeger stated the changes are in red and the payment is starting in January instead of April this year. Council Member Dennis Chamberlain made a motion to approve the lease for the City Golf Course Clubhouse with Porky's for 2024. Council Member Garrett Blauert seconded the motion. Motion passed 6-0.

C. 2024 Financial Policies, Resolution 2024-01- Clerk-Treasurer Julie Flyckt stated policies are the same as in the final budget and need to be passed by resolution. Council Member Jen Verhey made a motion to approve Resolution No. 2024-01 updating the financial policies beginning fiscal year 2024. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

D. 1st Avenue Improvements-Division St to Palouse St TIB Grant Agreement- Mayor Yaeger stated the TIB's share is \$441,731, and city share is \$38,411. This is to grind 1st Ave down 3" put 3" of asphalt of the whole thing and then put 1" all the way to the curb, plus updating the ADA ramps. Council Member Dennis Chamberlain made a motion to

approve the Fuel Tax Grant Distribution Agreement and the Funding Status for the 1st Ave Improvements from Division St. to Palouse St. Council Member Jessica Quinn seconded the motion. Motion passed 6-0.

- E. 2024 Street Maintenance-Multiple Locations TIB Grant Agreement-** Mayor Yaeger stated there was a grant submitted to include crack seal and pavement repair and TIB approved grant money for the crack seal. TIB's portion is \$42,312 and the city portion is \$2,227. Council Member Mike Schrag made the motion to approve the Fuel Tax Grant Distribution Agreement and Funding Status for the 2024 Street Maintenance, Multiple Locations TIB Project. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

DISCUSSION AGENDA

- A. Ward 3 Council Position Appointment-** Mayor Yaeger stated he had spoken to a few different people in ward 3, and he could only get a commitment from William Green. He lives at 405 S. Chelan St next to the Catholic Church. He is really interested, and he was the only one to call back three or four times and was still interested. He works for Legacy and has worked in construction. Mayor Yaeger stated he would be a good asset to Ritzville and the council and recommended the city council appoint William Green to fill ward 3 remaining term. Attorney John Kragt stated the council could make the appointment tonight and he can be sworn in at the next meeting. Mayor Yaeger stated he thinks the proper way would be to write him a letter and let him know that he has been appointed to the position. Council Member Mike Schrag made a motion to approve the appointment of William Green to the Ward 3 vacant council position to fill the remaining 2 years. Council Member Jen Verhey seconded the motion. Motion passed 6-0.
- B. Mayor Pro Tempore and Council Committees-** Mayor Yaeger stated he has done his best to fill the committees with at least two returning council members as well as a new council member. The Public Works, Finance and License & Rules are the committees that are really active. Mayor Yaeger placed people where he thought they would best fit and tried not to overload anyone on committees. He has looked up in MRSC on how to fill the positions differently, but since he has been on council for 18 years the mayor has always appointed these committee members. Mayor Yaeger stated he would also like to appoint Mike Schrag as the Mayor Pro-Tem. Council Member Dennis Chamberlain made a motion to accept the 2024 City Council Committees List. Council Member Michelle Plumb seconded the motion. Motion passed 6-0. Council Member Jen Verhey made a motion to approve Mike Schrag as Mayor Pro-Tem per the Mayor's suggestion. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

CORRESPONDENCE: There was no correspondence.

MAYOR UPDATES: Mayor Yaeger stated it has been two days and he is working on the schedules.

DEPARTMENT UPDATES

- A. City Attorney-** John Kragt stated he didn't have an update.
- B. Public Works-** Dave Breazeale stated most of the crew were gone the last part of the year so they didn't do much. They started taking Christmas decorations down today. The final walk through for the distribution project is on the 11th. If the mayor signed the notice to proceed today, they will start on Well #8 next week.
- C. Police-** Police Chief Dave McCormick stated on the 14th of December there was an incident that occurred that the police were called to respond to. Through a lengthy investigation Brian Massey was a focal point of that investigation. We were able to write a statement of probable cause for several charges which include residential burglary with sexual motivation, and indecent liberties, 4th degree assault with sexual motivation. When we went through the Spillman system we had determined that the Ritzville District Court had issued 17 fail to appear warrants for him in the last 2 years. Currently there were 3 active fail to appear warrants and those were for 2nd degree trespass which is a misdemeanor. The judge who heard the initial statement of probable cause over the weekend was the district court judge, he set the bail at \$70,000. All of the reports and recordings, including the child interviews with the victim were forwarded to the county prosecutor. We met with him on Friday, he argued the bail again today and the bail was continued at \$70,000. Chief McCormick stated everything you read on Facebook and everything people portray often times can not be proven or enough probable cause can be proven to charge the suspect with the crimes people portray. We have one more test to go, tomorrow with our new candidate for the police officer position. If all goes well, we should be able to take him to the council's next meeting to introduce him and get him sworn in. We will be moving forward to get him into the academy wherever we can get him in, as soon as possible.
- D. Clerk/Treasurer-** Julie Flyckt stated as part of the 2024 final budget approval process that includes the approval of the wage scale, her staff let me know that on the part-time records clerk and the regular part time person, the 3% COLA was not added to those wage lines. The minimum wage increase was added but not the 3% COLA. There will be a budget amendment at the next council meeting. The staff put together a newsletter that went out in the last mailing of the utility bills. We have had people personally stop in and thank the staff for that newsletter. They will be providing the newsletter quarterly. Those who are paperless, we are going to do it through Facebook and looking at how to email it to them.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:02pm.



Michelle Asmussen, Deputy Clerk-Treasurer II