

**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, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, City Police Chief Dave McCormick, and City Attorney John Kragt. City Fire Chief Joel Bell and William Green were excused. Also present were Linda Schrag, Brian Bothun, Derek & Susan Schafer, Brianna Larse, Ben Varela, and Sandy Duffy, Emergency Manager for Adams County.

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Yaeger asked if there were any corrections or additions to the consent agenda. Council Member Dennis Chamberlain made a motion to approve the consent agenda for August 20th, 2024, as presented. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

**PUBLIC REQUESTS AND COMMENTS-** Hearing no comments, Mayor Yaeger moved on.

**ACTION AGENDA**

- A. **2025-2030 STIP Public Hearing, Resolution No. 2024-07-** Mayor Yaeger opened the 2025-2030 STIP public hearing at 7:02pm. The hearing was to allow the public the opportunity to comment on the proposed six-year transportation improvement program. Mayor Yaeger asked if there were any written comments received by 5pm today. The Clerk-Treasurer Julie Flyckt stated no comments. Yaeger then asked if the staff or anyone in the audience had any questions. There were no questions. Then the mayor asked if the council had any questions. Council Member Michelle Plumb stated she had requested last week to have this put out on the Facebook page because the one on our web page is old and it was only published one time. Clerk-Treasurer Julie Flyckt stated it only has to be published one time. Council Member Brooke Scheel asked how the years are decided on each project, and how is the priority established? Mayor Yaeger stated the projects that need to be funded are on this list and the timeframe doesn't really matter necessarily, as it is dependent on the funding that is available. With no further testimony, the public hearing for the 2025-2030 STIP was closed at 7:08pm. Council Member Mike Schrag made a motion to approve and adopt Resolution 2024-07, a resolution accepting the six-year transportation improvement program for 2025-2030. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- B. **Hazard Mitigation Plan Resolution No. 2024-08-**Clerk-Treasurer Julie Flyckt stated the hazard mitigation plan was developed last year, and it is now in the approval stage. Sandy Duffy who is the Adams County Emergency Manager stated they have completed the hazard mitigation plan and received draft approval from FEMA and now for final approval, its adoption is for those that participated in the plan. The City of Ritzville has participated and listed activities to help with preparing for natural hazards. The plan covers natural hazards and not hazardous materials. It talks about natural hazards such as wildland fires, severe storms, flooding, and items of that nature. The city filled out their portion of the annex in volume two of the plan, and volume one describes all the hazards. The city determined what was best to rate each of those hazards. So, they came up with mitigation activities, some of the things were an affordable generator that could be utilized either at a lift station to keep the sewer running or at a well to keep that running. The plan will provide opportunities for the city to pursue grants, and it is also an important plan to recognize when applying for other grants. This is Adams County's first mitigation plan as the county has never had a plan and now when the state offers funding from

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a federally declared disaster, the city would have the opportunity to submit a project. The funding comes with a 12 ½ % match which sometimes the state waives. This is a 5-year plan, in a few years there may be another grant available so we can update the plan. We will go over the process again and any new disasters will be added into it. Ritzville can rank and rate their hazards as they feel they need, what affects the city. Council Member Dennis Chamberlain asked if they could review volume one. Duffy offered to email the council the link to the plan. Mayor Yaeger stated there will be no action on adopting Resolution No. 2024-08 until September 3<sup>rd</sup> to give the city council an opportunity to review volume one of the plan.

- C. Ritzville Community Parade Street Closure Request**-Mayor Yaeger stated the closure information is on the letter from Chamber. Chief McCormick stated they have been doing this for years and everything usually runs very smooth. Council Member Dennis Chamberlain made a motion to approve the street closure request for Saturday, August 31<sup>st</sup> from 6 am to 12 pm on Main Avenue from Columbia Street to Jefferson Street, and Broadway Avenue from Jefferson to Division. Division Street will remain open for emergencies. Council Member Brooke Scheel seconded the motion. Motion passed 6-0.
- D. Well #8 Pump Station Change Order**-Ben Varela with Varela and Associates the last report provided was about well 8 and the pay estimate the contractor had submitted last month. The contractor wanted 90% of the bid item payment and the council agreed to 50% because the ratchet was still malfunctioning at the time. Since that time, we have tried a couple of things and still have not gotten it to work correctly. They have tried a few options, and they have been in touch with the motor manufacturer and a proposed fix is to install a check valve at the very bottom, which will prevent draining at shut off. We have also talked to the motor manufacturer to confirm that would be a good plan. The contractors are requesting a change order to cover the costs of installing this check valve and that cost is up to \$117,000. We have sent this change order to RD for approval. They said they would discuss it internally and get back to us later this week. From a contractual standpoint the contractor is responsible for fixing the issue. To avoid a drawn-out dispute and get the well online as quickly as possible and given that there is RD grant remaining, and if RD agrees with it, a path forward might be to agree to pay the change order and get this thing done. There is no response from RD yet, so not sure where that stands at this point. Varela's suggestion is to approve the change order contingent on RD's approval. If RD doesn't approve for some reason, we will revisit and see how to proceed from there. Attorney John Kragt stated another option would be take action tonight based on the approval of RD grant approval. The City of Ritzville, under the contract, has no financial obligation to pay for this change order. The City of Ritzville has done nothing wrong; the contractor has a problem. The city is trying to work with the contractor to alleviate this problem. The fix here would be if RD is willing to pay Ritzville there won't be any financial burden for this. If RD says they aren't going to pay, the City of Ritzville will be choosing to pay \$117,000 of its own money but they are not obligated to do so. Council Member Michelle Plumb made a motion to approve the mayor and Varela to pursue the change order for installing the check valve contingent upon concurrence with RD's approval and funding. Council Member Brooke Scheel seconded the motion. Motion passed 6-0.

**DISCUSSION AGENDA**

- A. Safe Streets for All (SS4A)**-Mayor Yaeger stated the city needs to provide an RFP for professional services for the SS4A grant. In the council packets was the funding agreement. Clerk-Treasurer Julie Flyckt stated Michelle Keefer worked on the RFP template a couple days from an example from another entity that has already put together an RFP that's part of this

type of funding. The next step is putting in all the information specific to this grant. Mayor Yaeger stated the city will provide a draft to the public works committee and they can look at it.

**MAYOR UPDATES:** Mayor Yaeger stated the Police Chief position is still out for advertisement, and the initial review is scheduled for September 3<sup>rd</sup>. Currently there are three applications and two are current city police officers and one is from out of state. Mayor Yaeger went through the procedure process from WSPC and if you have applicants that get to the interview process, the city will arrange a panelist, and then the interview panel will interview the final candidates. Once you get a candidate, submit a job offer, then they go through the background, polygraph and physical. It is a pretty lengthy process which is why Mayor Yaeger has been trying to figure out an interim chief in the meantime. Last week, Mayor Yaeger contacted neighboring police departments for possible suggestions on interim chief suggestions and he received a couple of suggestions. One of the contacts is a snowbird and goes south for the winter.

#### **DEPARTMENT UPDATES**

- A. City Attorney-**John Kragt stated he is working on a couple different things. They had a good meeting on the well, and hoping it gets worked out.
- B. Public Works-**Public Works Director Dave Breazeale stated the crew are out painting. They are just getting ready for Labor Day by mowing, spraying weeds and painting. The library called and they have a broken window that has been broken since last fall. They need to replace both windows, and they have to remove some brick to do so. Maverik got their utilities across 261, which was a long 4 days. The basalt columns are installed for the Wayfinding sign.
- C. Police Chief-** Dave McCormick stated FCI still doesn't have the car in they are trying to find out where it is at. There were problems with another car which is the car Officer Beck Geimer used because the department is short on cars. His car went into limp mode with a catalytic converter problem. As soon as we get some time, that car will go to Spokane Auto Care. Chief McCormick called Tim's boss at Spokane Auto Care every day and asked them to call Traveler's Insurance to find out what the hold up on the insurance for the wrecked police car. They have had all the information they need to make a decision. They said they were going to give the city \$15,850, which is close to what the cars are going for. But with the breakdown of all the police equipment installation Chief McCormick got from FCI, that's in the neighborhood of \$19,000. As far as Officer Borden going to Grant County, they have had some issues so they have slowed all their processes down, and he suspects if he makes it through the background he won't be reporting until the end of September.
- D. Clerk/Treasurer-**Clerk Treasurer Julie Flyckt stated Adams County Building and Planning has a new permit system, so the city is coming on board with that new system. The old system has a cut-off date, so clerk department had a lot of work to do to enter permits into the new system. Flyckt met with mayor Yaeger about the draft budget, and they are setting up meetings with the department heads. The draft budget may potentially go to the finance committee by the next meeting depending on where they are at in that process. They are behind on the budget schedule this year because of everybody's

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workload. The staff is working on the next newsletter to send out with the next billing cycle. At the last planning commission meeting, the Grainland acres team planner came and helped present around mixed use, which was really helpful. There is a draft mix use which is brand new that follows along with the comp plan that was adopted that will be presented to the Planning Commission.

**EXECUTIVE SESSION**

Mayor Yaeger opened the Executive Session at 8:10pm for the City Council for litigation or legal risks of a proposed action or current practice as per RCW 42.30.1101(h)(iii) for 15 minutes. Mayor Yaeger adjourned the Executive Session at 8:25pm.

**ADJOURNMENT**-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:26pm.



Michelle Asmussen, Deputy Clerk-Treasurer II