

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, Jessica Quinn 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 Fire Chief Joel Bell was excused. Also, present were Derek Schafer, Dale Anderson, Brian Bothun, Courtney Green, Colonel Collie, Brandy & Morgan Lane, Rob Dew, Steve Meye, Matt Carlson, Mark Cameron, Ryan Borden, Jeff Lane, 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 stated he would like to add the Local Investment Pool to the discussion agenda. Council Member Mike Schrag made a motion to approve the consent agenda for June 18th, 2024, with the added LGIP to the discussion agenda. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

RECOGNITION AWARDS

Chief McCormick stated he had a plaque he would like to present to Jeff Lane who has worked several years for the Ritzville Police Department as a Part-Time Officer when his full-time duties at the Sheriff's Office allow. This should have been given to him several years ago Covid got in the way and several aspects of life got in the way. This is a Life Saving award presented to Officer Jeff Lane for actions he took responding to a call on Saturday April 11th, 2020. The actions Officer Lane took that night saved the life of the WSP Trooper that was also on the call with Lane. This award is presented on behalf of the City of Ritzville by Chief David McCormick.

Sgt. Mark Cameron was a Ritzville Police Officer here for 16 ½ years and then went to work for the Sheriff's Office. This plaque is presented to Mark Cameron for his 16 ½ years of dedicated service to the City of Ritzville and the citizens we serve.

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. **State of Washington Secretary of State Records Digitalization Grant Agreement**- Mayor Yaeger stated the grant is for digitizing city records as outlined in the agreement. Council Member Michelle Plumb made a motion to approve the mayor to sign the grant agreement between the State of Washington Office of the Secretary of State Archives and Records Management Division and the City of Ritzville Grant #G8218. Council Member Mike Schrag seconded the motion. Motion passed 6-0.
- B. **State of Washinton Secretary of State Archives & Records Management Division Services Agreement**-Mayor Yaeger stated this one is with the Secretary of State to do the work. Council Member Michelle Plumb made a motion to approve the mayor to sign

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the Service Level Agreement for Document Preparation and imaging Services for grant #G8218. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

- C. **1st Avenue Construction Management Agreement-** Ardurra-Mayor Yaeger stated there is a geotechnical engineering report that was prepared by Budinger before the section between Palouse and Cascade was done. They dug three test pits, grabbed their samples and did their test reports. The agreement is for the testing, construction, engineering, and management of the 1st Avenue Improvement Project. Council Member Michelle Plumb made a motion to approve the mayor to sign the additional services authorization between the City of Ritzville and Ardurra for the 1st Avenue Improvements in the amount of \$42,619. Council Member Jen Verhey seconded the motion. Motion passed 6-0.

DISCUSSION AGENDA

- A. **Adams County Ritzville Colo Building-**Mayor Yaeger stated Adams County took bids for Colo buildings and one company provided a bid. Originally it was a 12x12 building, but the only building available is a 9x15.
- B. **Les Schwab Utility Easement-**Mayor Yaeger stated he and Public Works Director Dave Breazeale have been working on the utility easement and City Attorney John Kragt has reviewed it as well. The easement. The Declaration of Water and Sewer Easement, that includes Love's, the City of Ritzville, and Watson is for a 8" water line to Les Schwab with a fire hydrant. The second agreement is for the Dedication of Water Line and Declaration of Easement for the water line that is going to be within that easement.
- C. **Golf Course Manager Contract-**Mayor Yaeger stated he spoke to Golf Course Manager Dan Duff yesterday afternoon he is terminating his City of Ritzville Golf Course Manger's contract because he and his family are moving to Spokane. Mayor Yaeger told Duff, he needed a date so he provided a date today in the email provided to council, which will be July 15th. Mayor Yaeger has talked to a few local people that are interested in possibly fulfilling the contract for the rest of the season. Mayor Yaeger plans on reaching out to those people to see if they understand what the contract involves. Then he will work with the Park & Rec Committee on a possible advertising proposal with similar contract language and the grounds keeper qualifications. Council Member Jessica Quinn will step in on the Parks & Rec Committee to fill former council member Garrett Blauert's position.
- D. **LGIP-**Council Member Mike Schrag stated basically the local investment pool is monies the city has generated over time with reserves. It was discovered that from 2006-2023 we were not using that fund correctly, 100% of it was supposed to be put into the current expense fund. What we were actually doing was putting it into different funds to help support, in his opinion citizens, to help reduce the costs of sewer, garbage, and water fees. The finance committee is reaching a point where we are going to start looking at fees. We are trying to figure out where we are at with that, we would need at least four council members obviously that would be in an agreement that we need to go somewhat back to the formula that we used before. Maybe not the same percentages but something similar. Clerk-Treasurer Julie Flyckt stated this conversation has been held at multiple finance committee meetings. Her recommendation is to follow the

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code, if the council wants to change it, they will need to update the ordinance. Flyckt recommends keeping the LGIP interest in the general fund, which is the city's current expense fund. The thought process of helping to support other funds, which are enterprise funds, which are water, sewer, and sanitation, those are business funds where the revenue should support expenditures. When the city applied for grant funding like the rural development loan, they did an extensive review to determine if the city's revenue will support the expenditures in the water fund. So, to Flyckt, putting LGIP interest into those enterprise business funds doesn't make sense. Council Member Mike Schrag made a motion to approve the finance committee to look into the LGIP monies to be possibly reallocated to the three funds (water, sewer, and garbage) rather than to current expense according to the current ordinance. Council Member Dennis Chamberlain seconded the motion. Council Member Michelle Plumb opposed. Motion passed 5-1.

CORRESPONDENCE

- A. **Council Member Ward #2 Letter of Interest-** Clerk-Treasurer Julie Flyckt stated an advertisement was placed in the newspaper and posted on Facebook with letters of interest due by July 10th. One response has been submitted so far by Brooke Scheel.

MAYOR UPDATES: Mayor Yaeger provided an update on the Police Chief recruitment. WASPC's advertising period was from May until June 10th. There is only one applicant that does not meet the minimum requirements. There is an opportunity to change some of the requirements and go back out to advertising again, but that will cost another \$800. Mayor Yaeger also got some contact information for some headhunter organizations that go out and really work hard trying to find a candidate, and his experience with the county is that they charge a lot. One option is lowering the supervisory experience to three years and the living range from 5 miles to be extended to 10-15 miles. Chief McCormick has initially given his letter of intent to separate services June 28th, but he has offered to consider postponing his retirement 60 to 90 days max to give the city some additional time to recruit a chief or find an interim. On the 12th of June, Chief McCormick provided Mayor Yaeger with a proposal to postpone the delay of his retirement. Council Member Mike Schrag stated he counted 12 employees, including Larry Swift, that have graduated from Ritzville and that have lived in Ritzville or come back to Ritzville to raise their family, and are on the city payrolls. Schrag stated that he thinks if we are looking for stability and longevity we need to consider hiring from within. Public Works Dave Breazeale stated Chief McCormick has been here for 40 years, Larry Swift was here for 30 years and while council was being cheap, giving ½%-1% COLAs, the council fell behind. Now the city has to compensate by paying a whole bunch in a short period of time.

DEPARTMENT UPDATES

- A. **City Attorney-**John Kragt stated he has been working on a few things and is going to take a look at the late comers' agreement.
- B. **Public Works-**Public Works Director Dave Breazeale stated we finally got power to the transformer at well 8R and the meter is in. On June 24th, they will be taking off the building so they can install the pump between the 25th-27th of this month. They plan on

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flushing July 8th to July 9th and sampling, and the official tentative start date is July 15th-16th. Hopefully by the middle of next month we will have another working well. The cemetery has been mapped, last time Breazeale drove through there were 110 unmarked graves. There is still a section or two to do so there could be more. The guys have gotten 20 penny nails with big shark bite washers, and they are marking them all because the wind was blowing the flags out of the ground. I think that will work for now, but I think we might want to do something more permanent in the future. There are little concrete unknown markers and not sure how much they cost, but probably going to cost a several thousand dollars. Breazeale and Council Member Michelle Plumb met with Bart on the Gateway sign and aligned it better. There will need to be power to the sign location and the crew will do that next week. On the 1st Ave tree project, the crew is in the process of getting through the asphalt, but it is a lot thicker than we anticipated and there have been a couple breakdowns.

- C. Police-Chief Dave McCormick** stated one of the public works crew had to load the Chief's pickup on a trailer and haul it to Spokane as it was having front end problems. The issue is programing issues (electronic) and then Chief McCormick was informed that there are now problems with the rear end. They checked to see if there were any current Ford warranties for the issues but while there were a bunch of service bulletins, nothing was covered under warranty and no recalls. Chief McCormick spoke to Alan at FCI last Friday and he still has nothing on his lot for the city to purchase. He said he did order a new F-150 and a new SUV extra that he didn't have spoken for yet. Chief McCormick told him that new vehicles are not in the budget right now and he would have to talk to the mayor and Clerk-Treasurer about the ER&R fund because there are now two cars that need to be replaced. Matt's car is at the top of the list as it has had a bunch of work done on it.
- D. Clerk/Treasurer-Clerk Treasurer Julie Flyckt** stated the Clerk Department and the public works department continue to work on the water consumption reports. They keep uncovering areas where data has been inaccurate and learning how to input consumption correctly into Springbrook. With the hiring of an additional full-time staff person last year, the department is looking at what duties can shift around while making sure processes are adhering to internal controls. The city's finance consultant Tara Dunford is going to meet with the team and Mayor Yaeger to educate everyone about internal controls. Les Schwab is getting closer to receiving their building permit, but they need to get an access permit from WSDOT or at least something showing it will happen. As for Maverik the building is going up. The city is also finalizing plans for Homestead Avenue. The city received a draft preliminary plat from Grainland Acres for the Grainery District. It's not a submitted plat application yet, but we are starting to review what that subdivision is going to look like. It really embraces the elements of the city's updated Comp plan and especially mixed use.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Yaeger adjourned the remote and in person meeting at 8:17pm.



Michelle Asmussen, Deputy Clerk-Treasurer II