

**OPENING OF MEETING**

Mayor Gary Cook opened the Regular Council meeting at 7:00pm. Present were Council Members Mark Weigand, Debbie Chapman, Michelle Plumb, Mike Schrag, Scott Yaeger, Dennis Chamberlain and Dede Boyer. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer Michelle Asmussen, Police Chief David McCormick and Interim Public Works Director Dave Breazeale. Also, in attendance were Jeremy Burnham from the Ritzville Adams County Journal, Barry Boyer and Charles Jingling. City Fire Chief Joel Bell, City Attorney John Kragt and Public Works Director Larry Swift were excused.

**PLEDGE OF ALLEGIANCE**

Mayor Gary Cook led the council and audience in the recitation of the Pledge of Allegiance.

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Gary Cook asked if there were any changes to the consent agenda. Council Member Mark Weigand made a motion to accept the Consent Agenda. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

**ACTION AGENDA**

- A. Set 110 Special Meeting-(October 15<sup>th</sup>, 5:30pm)-** Clerk-Treasurer Julie Flyckt stated that it is time to send out 110 applications again. In order to send those letters out, we need to know when we will have our special meeting so they can come in and give their presentation. If we follow the schedule that we did last year, they would have to submit their applications by October 11<sup>th</sup>. The special meeting would then be on the following Tuesday, October 15<sup>th</sup>, before the council meeting, starting at 5:30pm. Council Member Michelle Plumb made a motion to have the 110-special meeting on October 15<sup>th</sup> at 5:30pm, before the city council meeting. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. Core & Main Neptune 360 Software-**Interim Public Works Director Dave Breazeale reported that we discussed this new Neptune 360 program last council meeting. They gave us a breakdown on the discounted cost, 30% off on the first year \$1,750, 15% off the second year \$2,125 and full price the 3<sup>rd</sup> year \$2,500. This is relatively the same cost as we are paying for our software now. Julie Flyckt said that there is some training involved, but if we need additional training they would come out for a day and it would cost an extra \$1,000. Julie stated that we should just implement it now and see if we will need additional training later. Council Member Scott Yaeger asked if the only way we can waive the \$2,000 set up fee is if we sign up for the 3-year subscription up front. Dave Breazeale stated that was correct, that fee would be waived. Council Member Dede Boyer made a motion to accept this proposal to implement the new Neptune 360 program. Council member Dennis Chamberlain seconded the motion. Motion passed 7-0.

**DISCUSSION AGENDA**

- A. Koch Well-** Dave Breazeale reported that the contractor working on the Koch Well was here today. At that time Mayor Cook nor Dave had seen any blueprints. They had talked

to them at the pre-con meeting on Tuesday. The contractors bid the plan without doing a site prep, they just went off the pictures that Ben Varela had sent them. We have a discharge tube that comes out of #5 and goes down the ditch into the grass flat which is impeding on their slab about 6 feet that they didn't account for. They want to move the slab to the south 6 feet to make up the change. Dave talked to the mayor and they both agreed that this wasn't right. Dave went and told them that it should be built to the specs of the blueprint. If it needs to be changed Varela should pay for it since they sent them a wrong site plan. They agreed and said they would backfill the ditch. The city crew will go down and fix the discharge pipe to extend it out to the flat so there is no further erosion in the ditch in the future and then will backfill the ditch in the flat. They are going to stage their equipment trailer in the Koch building. Dave gave them a key to our well house and the building. So far, we are on track to meet the completion date. Avista pulled the fuses to the power today because there are wires showing and he didn't want them to trip the power with the excavator. They were supposed to be reinstalled this evening when they are done working. Dave stated that he will have Avista pull the fuses everyday that the contractors are digging in that spot, so no accidents happen. The contractors need to find an 8'x8' treated pole for their meter and transformer for the well, as of earlier today they couldn't find one. Council Member Michelle Plumb asked if there was going to be someone from Varela on site as there is supposed to be an inspector at the site. Dave stated that it didn't sound like Ben was going to have anyone on this job, not sure why. Mayor Cook stated that Ben was going to be here on Thursday and would be spending a little time at the site.

## **SCHEDULED ITEMS**

### **MAYOR-**

**I. Public Works Interim Director Start Date-** Mayor Cook stated that Dave Breazeale officially started in the Public Works Interim Director position today.

**II. Well #9 Update-** Mayor Cook asked Dave Breazeale if Well #9 was still working on automatic. Dave reported that yes, as of now everything is running smoothly. There hasn't been any alarms or problems. The mayor asked if they had set the lower limit on the tank to where it is cycling, where it is running quicker? Dave said he dropped it to 95, they usually run it about 90, but then we would get complaints on the hill from people.

### **DEPARTMENT UPDATES**

**Public Works Department-** Dave Breazeale reported that Bruce Larkin showed up today to rehab the park tank. He showed up today with his travel trailer and Dave set him up with water and power. His site trailer will be at the park next to the bathrooms by the tanks so he can put an extension up so he can reach the top of the standpipe. He went back to Moscow tonight and will be back tomorrow or the next day to start the cleaning process. The railroad said they would be coming on September 27<sup>th</sup> to fix the Adams street crossing. The street will be closed for a day or two. Council Member Dede Boyer asked about the Division street crossing. Dave stated that the city has been in an argument on that for a long time. The last time they set that

crossing they set it so low that it is below our pavement. Every time a low boy comes through there it tears the pavement out.

**Police Department-** Dave McCormick reported the results of the emphasis task force over the last 3 weeks was 51 contacts in 17 hours, 23 traffic infractions were issued and 28 warnings. We are cycling through interviews with the defense attorney in reference to an upcoming trial scheduled for some time in October. He has a task force meeting tomorrow in Moses Lake and dragger training, which is the breathalyzer recertification on the 6<sup>th</sup> in the Spokane Valley. Officer Gracie got back from a 3-week vacation and the officers are working through more vacation times.

**Clerk-Treasurer Department-**Clerk-Treasurer Julie Flyckt reported that the clerk department started a time study today (for the next 25 days). We must show in terms of our time what categories our work falls into. This will help us allocate clerk hours in the 2020 budget. Our consultant, Tara has started working on the cost allocation plan and she will be here on Friday. She will be meeting with Julie F and Gary while she is here to talk about the cost allocation plan, and see if we need to restructure the clerk department. She will also be looking into the ER&R fund to try and make it more user friendly and how it should be structured. Julie F also met with Toni Nelson who is working on our annual report and reviewed our funds and we are going to have to reclassify some of our funds. We have some 300 funds that will need to be a sub fund of the current expense fund. There will be a lot of changes in the 2020 budget and there will be a draft budget at the next council meeting. We got the last signed ordinances back for the code publishing project. They will be scanned and sent over this week so Code Publishing can do the codification process.

## COUNCIL REPORTS

**Ritzville Downtown Development Association-Debbie Chapman-** No report, have a meeting on Monday.

**Tree Board-Mike Schrag-** They had a booth at the fair with over 69 people putting their name in for the raffle, which was a \$30 gift certificate to the Boxwood. The winner was Brandi who only put their first name on the paper. They are trying to work on the planters this month by starting to paint them for distribution onto First Ave along the State Highway Department's fence and maybe we can use them for Halloween or Christmas decorations.

**Gritman Senior Center-Debbie Chapman-** They have a meeting on Tuesday.

## COMMITTEE REPORTS

**License, Rules & Permits-Scott Yaeger-** Still trying to get the revisions out. After that we should probably get it to the attorney to look it over before anything is finalized.

**Finance & Employee Benefits-Mike Schrag-**The finance committee met tonight and most of the things have been discussed already. The budget retreat is going to be October 4<sup>th</sup> from 10-4 at the golf clubhouse. Deputy Clerk Treasurer Michelle Asmussen said she spoke to Dan Duff about using the clubhouse that day and he said that would be fine.

**PUBLIC REQUESTS AND COMMENTS**

With no further comments or business to come before the council, Mayor Gary Cook adjourned the regular meeting at 7:37pm.

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Michelle Asmussen, Deputy Clerk Treasurer