

OPENING OF MEETING

Mayor Gary Cook opened the Regular Council meeting at 7:00pm. Present were Council Members Debbie Chapman, Michelle Plumb, Mike Schrag, Dennis Chamberlain, Mark Weigand and Dede Boyer. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer Michelle Asmussen, Police Chief David McCormick, City Fire Chief Joel Bell and Interim Public Works Director Dave Breazeale. Also, in attendance were Brandon Cline from the Ritzville Adams County Journal, Boone Birdsell with McKinstry, Barry Boyer and Charles Jingling. City Attorney John Kragt, City Council Member Scott Yaeger 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 6-0.

ACTION AGENDA

- A. 2020 Ad Valorem Taxes, Ordinance 2134-** Clerk-Treasurer Julie Flyckt stated that last council meeting is when we held the public hearing with no comments provided. There were some questions from council on the tax calculation fee around the annexation. Julie followed up with Adams County Assessor Sherry Brewer and the property annexed is exempt from property taxes, so it does not have an effect. Mayor Cook read aloud a portion of the Ordinance 2134, an ordinance of the city council of the City of Ritzville, Adams County, Washington, fixing the amount to be provided by ad valorem taxes upon property in 2020. Council Member Michelle Plumb made a motion to approve Ordinance No 2134. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- B. Petition for Annexation-Schrag/Nichols, Resolution 2019-18-** Clerk-Treasurer Julie Flyckt stated that we have received a petition for annexation from the Schrag and Nichols families. Council Member Mike Schrag asked to recuse himself from voting as the topic pertains to himself and his brother. Mayor Gary Cook accepted recusing Mike Schrag from voting. The petition went in front of the Planning Commissioners during their last meeting. The Commissioners reviewed the request in terms of having R1 as the zone for that area. After the review, the planning commission did approve by to amend the comp plan use and zoning map of R1 for parcel numbers ending in 0035, 506 W. 7th Ave, 0003, 508 W. 7th Ave and 0037, 502 W. 7th Ave. Julie stated two public hearing need to be scheduled 30 days apart, so the first public hearing will need to be on December 17th and the second will be on January 21. Council Member Dennis Chamber made a motion to set the two-public hearing for December 17th and January 21st at 7:05 pm. Council Member Dede Boyer seconded the motion. Motion passed 5-0. Council Member Mike Schrag recused himself from the vote.

- C. Water System Improvement Project-Varela-**Mayor Gary Cook stated that on November 5th they met with Ben and Dana with Varela. They went over the water system improvements agreement between the City of Ritzville and Varela for the engineering services, which includes pre-design on some of the projects, with priority of the rehabilitation of the big water tank. This will be starting about December 2nd. Mayor Cook would like the council's authorization to sign the agreement. One of the concerns is that we don't want to unnecessarily hold things up so Varela can help us move forward. The mayor expressed following up with Varela on some of the items in the agreement. Council Member Dede Boyer made a motion to authorize the Mayor to sign the agreement with Varela after he gets his questions/concerns answered. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-1. Council Member Mark Weigand opposed.
- D. Preliminary Budget Public Hearing-**Mayor Gary Cook opened the public hearing at 7:12pm. The purpose of this hearing is for the city council to hear and consider pertinent facts relating to the 2020 preliminary budget. Everyone present was given the opportunity to be heard. Overall the 2020 budget impacts include: a 7.5% rate increase in insurance, proposed 1% COLA increase for employees, proposed hiring of a 5th police officer, proposed extension of public works stand-by time which would include Friday from 3:00pm to 12:00pm, on Saturday & Monday from 12:00am until 7:00am, proposed wage step increase for a Public Works maintenance worker from step 2 to a step 3, proposed hiring of a part-time Deputy Clerk Treasurer 1 and adding a Deputy Clerk Treasurer 2 role, indirect cost allocation plan for clerk department and centralized services, direct cost allocation plans for public works employee's hours, ER & R fund charges for services, city properties utility services and insurance. Mayor Cook gave everyone a few minutes to look this all over and asked for any comments or questions. The description of each fund in the preliminary budget document was read aloud. Council Member Mike Schrag asked if the Public Safety Tax Fund 121 Fund was projecting revenue based on three months of revenue that has come into the city in 2019? Clerk-Treasurer Julie Flyckt confirmed the three full months of revenue received are the amounts being used to project revenue for the 2020 budget. With no further comments, Mayor Cook closed the public hearing at 7:24pm.

DISCUSSION AGENDA

- A. 2020 Preliminary Budget:** Clerk-Treasurer Julie Flyckt reported updates to the budget includes the 7.5% increase in insurance and how it is allocated across multiple funds. There is also more information in the narrative around the cost allocation for the clerk department, not only for salaries and benefits, but for operation and supply services. There are more policies added to the financial policies. Council Member Michelle Plumb stated that she noticed that the Department of Commerce has the procurement policy as a requirement so it's a good thing that we started that. Clerk-Treasurer Julie Flyckt stated that she and Anna from Varela have had communications about this. The next step for the financial policies is for the finance committee to do their final review.
- B. 110 Awards for 2020-** Clerk-Treasurer Julie Flyckt stated that the total amount in the budget for 110 funds for expenditures is \$200,000. At this point in the process, we need to determine the total amount of expenditures/awards for the final budget. The budget is

currently at \$200,000. The council reviewed the list and the proposed cuts to the City of Ritzville requests. A lot of the city requests are for the tourism facilities which only municipalities are eligible. The Burroughs Museum roof was requested at \$35,000 we are suggesting lowering it to \$30,000. Interim Public Works Director Dave Breazeale is looking into getting some information from a contractor. Dave Breazeale stated that the contractor will be here on Thursday. We did do some cuts across the Wayfinding requests, based on priorities discussed at the 110 presentation meeting. The Golf Course application was cut to do either heating/cooling or windows and wall insulation. We lowered the H.E. Gritman Restoration request by \$2,000 which is the amount for building a stage that we would keep here. The RDDA request was lowered as some of their items didn't qualify for 110 funds. We are projecting an ending balance of \$184,000 at the end of the year. We are suggesting using \$100,000 of that ending fund balance towards the 110 funds, so for the 2020 budget it would be about 56% towards the projected ending cash. We are projecting revenue of \$100,070 to come in in 2020 with the \$200,000 expenditure. Council Member Mike Schrag stated that he agreed with most of this, but he didn't understand why we didn't just put forth the extra money to the golf course and get the heating/cooling, windows and wall insulation done all at once. Council Member Dennis Chamberlain stated that putting the new furnace in for now should be fine. Council Member Debbie Chapman stated that the Chamber was working on their budget last night and will have about \$14,000 left to put towards the Wayfinding sign project. Julie reminded everyone they need to have the receipts to the city for payment by the end of November. Council Member Mike Schrag proposed increasing the budget amount to \$220,000 to support the heating and cooling project at the Golf Course.

- C. CDBG Grants-** Clerk-Treasurer Julie Flyckt stated we have received two grants from CDBG today. The mayor needs authorization to sign those contracts. We haven't had a chance to send them over to John Kragt yet, but you could do a motion to give the mayor authority to sign after further review. The grants are for a planning and system improvements for Pete's lift station. Council Member Michelle Plumb made a motion that we allow the mayor to sign the CDBG Department of Commerce Grant Contract for Sewer Collection Preliminary Design and for Sewer System Improvements upon review by the lawyer. Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0. Council Member Mark Weigand opposed.

CORRESPONDENCE

- A.** RDDA September 18, Minutes

SCHEDULED ITEMS

A. DEPARTMENT UPDATES

Attorney Update- John Kragt- He has a couple things that Julie Flyckt has emailed him, that he is waiting to catch up with her and the mayor on. Review of the nuisance ordinance will probably be a winter project once Julie and Mayor get time. This is the first he has seen of the annexation and the Varela agreement which he will review. John stated that he isn't an elected official, but he has looked heavily at the police 5th officer request and he would really

encourage council to consider it. He said he has sat through enough city council meetings over the past years and the problem has been burn out by officers. In Colfax, they have gone through about 6 officers in the last 3 years from overtime and burn out. So, if there is a way to fit that in your budget, he would encourage it.

Public Works Department- Public Works Interim Public Works Dave Breazeale reported that he has the new plow truck up and going. They had an issue with the clearance on the mounts, since there was only about an inch of clearance. Every time you would hit a bump, you would hit the mount on the ground. They took it to Les Schwab and for \$200, there is now 3 inches of clearance. They are continuing to street sweep this week into next week. The new city hall sign is here and will get mounted probably next month, depending on the weather. Ned is out for another 3 weeks to a month before the doctor will sign off on his shoulder. Applications are out for a new public works maintenance worker hire as we didn't get very many applicants the first time. It has been extended a few more weeks. Cres is going to asphalt patch tomorrow and fix the remaining holes that are open and then get another plow truck up and running so we are ready for winter. Last week a pump went out in the Pete's Lift Station after 30 years of faithful service. The crew tried to replace the pump but the chain broke and the pump fell which smashed sheared the electrical to the pump. Pump-Tek sent a technician down right away and fixed the new pump which cost us around \$340 to get it fixed. The crew pressured tested again and the pressure problem on the hill may be with the booster station. They will request Don Adams to come look at it. We got a lot covered these last couple weeks with signage and corrections for the wayfinding project. The first quote Dave recieved was 40 poles \$24,740 that was 4" poles and bases. For the 5" poles it was \$37,000 as most of the signs are huge. The new updated quote was \$7,860 from one vendor and a quote from Zumar was \$80,000.

Police Department- Dave McCormick reported that Matt Carlson will be gone at least 2 weeks for family reasons. This morning at 1:50am there was a pedestrian/train fatality approximately 200 yards west of the Jefferson Street crossing. The freight train was eastbound and it was going about 20mph because of low power on the engines, heavy train and trying to save fuel. The deceased was a 45-year-old female from Ritzville who had some issues that she just couldn't overcome. A police vehicle that was ordered in the spring finally showed up and we should be getting it by the end of the month. It is a 2015 Ford Explorer. The funding for Shop with a cop is low and they are not sure if we are going to have that program this year. They will see what happens in the next couple weeks and see if some donors come forward to help. Back in September the police assisted the Federal Government, DEA, INET, and ATF agents at 306 W. 3rd Ave to serve a search warrant, the people were arrested, and the evidence was gathered. The federal grand jury indicted them on 11/6/19. They issued warrants for them and a couple days later they had a plan to come down to effect the arrest. They were both picked up, passed out from overdosing on heroin in Moses Lake, booked into Grant County Jail and transferred to Spokane. The police have worked at least 2 years with the INET task force on that major drug dealer here in Ritzville. Taylor Hermsmier- Rogers and Casandra Rand were the two that were arrested.

Clerk-Treasurer Department-Clerk-Treasurer Julie Flyckt reported that the stakeholder survey that we sent out via mail and promoted on Facebook, we have received about 15% response rate so far. We mailed out 798 surveys and promoted the survey on Facebook. Right now, we have a high rate of hard copies received with 76% responding via hard copy, and 24% have been online. Rachel who works limited time for us is inputting the surveys into the Survey Monkey program. She has about half of those inputted right now. We are still encouraging people to submit them to us even if it is past the deadline. When we asked about the quality of life in Ritzville, how would you rate it: 12% said excellent, 59% said good and 28% said fair. Importance of and satisfied with our city services: 75% satisfied, neither satisfied or mutual was 17.86%. Providing senior services: 28% said its extremely important, 48% said very important and 16% somewhat important. Providing adequate parks and recreation facilities: 45% extremely important, 43% very important and 13% somewhat important. Some hot topics on our current budget year are provide train quiet zones: 41% feel it is important, 23% somewhat important and 36% not important at all. Maintaining neighborhood police patrol: 30.77% Very satisfied, 38% somewhat satisfied and 23% neither satisfied nor dissatisfied. Satisfaction with city communications included comments about Utility bills being confusing and somewhat dissatisfied on the rates.

Fire Department- Joel Bell reported that on November 3rd, Big Bend Electric had a power surge and it popped a couple transformers and started a fire up at Love's in the stubble and one over at Napa as well. They were able to get those out quickly and Big Bend Electric was called to respond to those. There was an ambulance call that they needed a driver, which has happened before, when they are down in numbers. On November 14th, there was a shed fire. The crew responded very quickly. Law enforcement was there and advised them of where a hydrant was before they got there. From the time they got there, to the time they had water flowing, it was less than a minute. The shed and everything inside it was a total loss. Yesterday, they did a training including the EMTs, cut up a car, did a mock scenario and had patients inside. The cars are parked outside the fire station. They helped the EMTs with the train victim but there wasn't a lot to do so they cleared within a few minutes. The kids Christmas movie is coming up on December 7th and they will be connecting with the Chamber to work out the details.

COUNCIL REPORTS

Adams County Development Council-Mike Schrag: Missed the last meeting as he was at the Tri-State Wheat Growers Convention in Spokane. They did have a nominating committee and will approve committee members at the next meeting.

RDDA- Debbie Chapman- There was a meeting on Monday. They are doing the kids movie on December 7th and showing the Irishman which is a Netflix film. It is a complete fundraiser and will be shown two different times that weekend.

RGA-Mark Weigand- There hasn't been any meetings but there is still some play going on when the weather is in the 40-50 degrees.

Tree Board-Mike Schrag-Still working on trying to get an estimate on rebuilding some of those cement planters.

Chamber of Commerce-Dede Boyer- There will be a lot going on in December, starting on the 1st will be decorating the poles, the tree lighting will be on the 6th of December, the Yellow House will be doing painting and building Gingerbread houses on the 21st. They will be doing a drawing called the Jingle Bell Shop where you drop off your receipt with your name and number on it, and you could win a prize. There will be 3 baskets and 3 drawings.

Gritman Senior Center-Debbie Chapman- The Gritman Center is averaging 10 people a day for meals. They are going to be doing a big Thanksgiving meal on November 26th and please call to get on the list. For Christmas, the meal will be on December 19th.

COMMITTEE REPORTS

Finance & Employee Benefits-Mike Schrag-The committee met tonight at 6:00pm, we went over the financial reports from January through October and right now we are supposed to be about 83% of budget and all the line items look pretty good. Most of the meeting was covering the 2020 preliminary budget with an increase in insurance rates of 7.5% (property not medical) and discussion on a 5th police officer. Some of the numbers we are looking in the Public Safety Tax Fund may or may not be accurate as far as what those funds are going to generate and what our expenses are going to be total due to the fund just starting in 2019.

Health & Wellness-Dennis Chamberlain- The committee is one proof away from approving a sign order. Interim Public Works Director Dave Breazeale stated that just as a side note, he is trying to get that invoiced before the end of the month. The lady said that she will have to send us a proof and we will have to approve it before they will print it as far as the color goes.

PUBLIC REQUESTS AND COMMENTS

Barry Boyer stated that yesterday he was here at the Chamber of Commerce meeting and it was dark while trying to get into the property and it is dangerous. Mayor Cook said that we are having some electrical problems. Dave Breazeale stated that he finally got his globes in for his light poles this week there will be another light in the driveway very soon.

With no further comments or business to come before the council, Mayor Gary Cook adjourned the regular meeting at 8:24pm.

Michelle Asmussen, Deputy Clerk-Treasurer