

OPENING OF COUNCIL MEETING

Mayor Gary Cook called the emergency meeting to order on March 20th at 3:03pm. Mayor Cook asked everyone to please place your phones on mute unless you need to respond. For those that are connected via the internet, you will see the documents on the screen. If you are not connected to the internet, we will do our best to describe the documents. We do need a couple of approvals today. The documents were also emailed to all the council members yesterday. Clerk-Treasurer Julie Flyckt will also be assisting and will help throughout the meeting. We will be doing a roll call of each council member to establish a quorum. I will ask each of you to state your name instead of just a yes. Thank you all for your patience.

Council members present on the phone: Michelle Plumb, Mike Schrag, Dennis Chamberlain, Debbie Chapman, Scott Yaeger, Mark Weigand and Dede Boyer. Also present on the phone were Public Works Director Dave Breazeale and City Attorney John Kragt. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen and Police Chief David McCormick. City Fire Chief Joel Bell was absent.

Clerk Treasurer Julie Flyckt asked to have the COVID-19 Community Update to the agenda before proceeding. Mayor Cook asked for approval of the Emergency meeting agenda with the addition of the COVID-19 Community Update. Council Member Scott Yaeger made a motion to accept the agenda with the added item of the COVID 19 Community Update. Council Member Mark Weigand seconded the motion. Motion passed 7-0.

ACTION AGENDA

- A. COVID 19 Community Update-** Mayor Cook provided an update on a phone call with Jay Weise, 2 county commissioners, Karen Potts from the health department and the mayors from Ritzville, Washtucna, Lind and Othello. Jay gave an update on the emergency status and we are currently at a level 2 status, which is partial activation of the state emergency response system. They have been in contact with hospitals and schools to address current needs. Karen Potts provided an update from the health department and there are no positive cases in Ritzville or Adams County. There are currently 27 pending tests and takes 5 days for the results. When somebody tests positive the health department gets a hold of them, they isolate themselves and they provide a list of people they had been in contact with over the past few weeks. Jay asked for volunteers for places they can put supplies as things come in. We told him they could use city hall or the Koch building if need be. Mayor Cook stated that he had spoken to Public Works Director Dave Breazeale and he stated that his crew would volunteer to deliver items to the public and they will coordinate with Karen Potts. As for the city we have issued an emergency proclamation on Friday, March 13th and closed city hall beginning Monday, March 16th. We are continuing to service the public via phone and internet. Public Works and Police Department are continuing to provide uninterrupted services. Utility payments are being made over the phone, in the drop box outside or by mail. Julie has been keeping the information up to date on the website and social media. We are watching the daily briefings with the President and Governor Inslee.

- B. Ratifying Proclamation of Emergency and Providing Temporary Procedures: Resolution 2020-05-** Mayor Cook read the Resolution Number 2020-05 a Resolution of the City of Ritzville Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID 19 Epidemic. Council member Mike Schrag asked about the budget section c as he wanted to know if some of the office staff was going to be working from home. Mayor Cook stated that we are looking at this as the Shelter in Place type of approach and they were giving it until Monday to see what other states are going to follow that. If we do get a proclamation from Governor Inslee, we are going to have to reassess whether a portion of the staff here needs to work from home. Council Member Dennis Chamberlain wanted to know if the system that is run in city hall is accessible in our employee's homes. Clerk-Treasure Julie Flyckt stated that she checked with Vision and since our internet is so slow, we would not have the capability to be able to remote in from home. When they remote in to help us it takes them a lot of time to get in and wait for things to load. We are also watching other states where they are mandating people to be at home and essential employees can still be working during that time. Department heads will still be working as they are essential. Council Member Scott Yaeger made a motion to approve Resolution Number 2020-05. Council Member Mike Schrag seconded the motion. Motion passed 6-1, Council Member Mark Weigand opposed.
- C. Compensation for Employees During Certain Emergency Health Crisis: Resolution 2020-06-** Mayor Cook read the Resolution Number 2020-06 a Resolution of the City Council of the City of Ritzville Regarding Compensation for Employees of the City of Ritzville During Certain Emergency Health Crisis, and Other Matters Relating Thereto in its entirety. Council Member Michelle Plumb stated there was an attorney general review of the use of public funds for employees and this doesn't fall into that category due to the health crisis. Mayor Cook stated that the Rule 7-15 is will be added to the personnel policy. Julie stated the document was developed by an example on the MRSC website where they have been providing a wealth of information to guide policy during this time. Council Member Dede Boyer was wondering if these kinds of meetings the council is having over the phone will count as actual meetings where they get paid. Clerk-Treasurer Julie Flyckt stated through the guidance of MRSC we can do remote meetings and council approval is valid in terms of that process. Mayor Cook stated the resolution just has to do with the employees and he will address the council piece later. Council Member Mike Schrag asked Public Works Director Dave Breazeale how that works with his crew since they are usually within 6 feet of each other. Mayor Cook stated he asked Dave how hard it would be to suspend current operations as far as any new projects going on. They agreed the crew can alternate work schedules. City Attorney John Kragt stated that he read the attorney general's opinion and he is doing a good job trying to get it out to the public. His question to the Mayor and Julie Flyckt after reading the resolution they prepared is who is going to be the control for staff in the office and who is going to stay home and who will be at the office. Julie stated that the way we are structured it will always be the Mayor's decision. Mayor Cook stated that he is leaving things up to the department heads because their knowledge and understanding of workloads. Council Member Mike Schrag made a motion to adopt

Resolution 2020-06. Council Member Dennis Chamberlain seconded it. Motion passed 7-0.

- D. Mayor Rescinded Resignation-Mayor Gary Cook-**Clerk-Treasurer Julie Flyckt stated she sent council a letter from Gary regarding rescinding his resignation during this time. Once we saw the need for an emergency proclamation, the importance of having an acting Mayor became very clear. Gary has graciously rescinded his resignation until we get through this crisis. Julie did do a double check with MRSC and there isn't any formal motion or approval for the rescinded resignation. We are very relieved and would like to say a huge thank you to Gary for staying with us during this health crisis.
- E. Bobcat S590 Skid Steer Loader-** Mayor Cook stated that Public Works Director Dave Breazeale got a bid on a new skid steer. A brand new one would be around \$37,000. We had talked about \$25,000 for a used one, however he did say that since there is \$50,000 in the budget that he can spend, he would agree to not spend anymore ER&R money this year if this works out. Council Member Mike Schrag said he was very concerned about the sales tax revenue and what is going to happen in the state. He doesn't know if this is the appropriate time to purchase it but could discuss it. Council Member Dede Boyer stated that she agreed with Mike, she hesitates to spend that much money right now either, it would be prudent of us to wait and see what the next several weeks bring. Council Member Mark Weigand stated that he would like to wait until we can have an actual meeting in person at city hall. Council Member Dennis Chamberlain stated that he had a couple questions, one of the things we just passed was no unnecessary purchase of equipment, wasn't that part of it? And what is this for, what is the need? One of the things he mentioned this morning he needs a 24" auger to be able to set the wayfinding posts below grade on basic concrete. This is something that he would have an immediate use for. Scott Yaeger stated he has been talking to Dave about the wayfinding signs. He has 30 holes that he needs to make so city would have to rent a skid steer and auger to continue putting those post in. This would be one way where the city wouldn't have that rental cost. The county leases skid steers for 5-year periods, we end up buying them we would pay \$68,000 at the end of the lease. This price of \$37,000 is a good deal, the reason it is such a good deal is it is like a state bid place where different manufacturers can give a discounted rate. It can be anywhere from a 10-15% discount. Scott stated from a quote he got at the county the cost to rent one is going to be about \$600 a day. Julie stated that the way they did the budget is there is a line item set up specifically for the skid steer and that line item was \$25,000. We also did a line item for capitol overlay of \$25,000 as well just in case we came across situations like this one. Scott stated that Dave has been looking for a used skid steer but there isn't a lot out there, and you usually pay more for a used one then you do for a new one overtime. Public Works Director Dave Breazeale stated that he had 3 bids, and this was the lowest bid by \$7,000. Council Member Michelle Plumb made a motion to approve the purchase of the new skid steer. Council Member Debbie Chapman seconded the motion. Motion passed 6-1, Council Member Mark Weigand opposed.
- F. Golf Course Contracts: Manager and Restaurant:** - Gary stated the contracts were sent to the Parks & Rec committee, and they have given their approval to have them forwarded to the council for their approval. Council Member Scott Yaeger stated that the committee had reviewed both the Golf course manager and restaurant contracts

and they recommend that the council approve both contracts and have the mayor sign both. Council Member Mike Schrag had a concern about Dan only having \$500,000 liability insurance. Julie stated that they had a conversation with the RGA and they also pointed out the same thing to Dan. Dan said he was already thinking about how that could be increased. Since we are already moving forward this year, we can address the increase for next year. The only change on this year's golf manager contract is the date. Council Member Scott Yaeger made a motion to approve the Golf Course Restaurant lease. Council Member Debbie Chapman seconded the motion. Motion passed 7-0. Council Member Mark Weigand made a motion to approve the Golf Course Manager contract. Council Member Dede Boyer seconded the motion. Motion passed. 7-0.

ADJOURNMENT

With no further comments or business to come before the council, Mayor Gary Cook adjourned the emergency meeting at 4:10pm.

Michelle Asmussen, Deputy Clerk Treasurer II