

OPENING OF MEETING

Mayor Gary Cook opened the Regular Council meeting at 7:00pm. Present were Council Members Debbie Chapman, Michelle Plumb (via phone), 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, City Attorney John Kragt, Public Works Director Larry Swift and Interim Public Works Director Dave Breazeale. Also, in attendance were Brandon Cline from the Ritzville Adams County Journal, Stephen McFadden, Barry Boyer and Charles Jingling. City Fire Chief Joel Bell and Council Member Mark Weigand 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 Dennis Chamberlain made a motion to accept the Consent Agenda. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

ACTION AGENDA

- A. Set Budget Process Public Hearings:** Clerk-Treasurer Julie Flyckt stated that she thought it would be easier to make one motion to accept all these at once instead of doing each one individually. Council Member Dennis Chamberlain made a motion to approve all the public hearing dates for the budget process. Council Member Mike Schrag seconded the motion. Motion passed 6-0
- **Property Taxes and Revenue Sources-Nov 5th**
 - **Preliminary Budget-Nov 19th**
 - **Final Budget-Dec 3rd**
- B. Open Period Policy, Resolution 2019-17-**Clerk-Treasurer Julie Flyckt stated that in the binders is a resolution for an open period which the finance committee has reviewed. By state law we are required to have an open period and we have not had one prior. The open period accounts for budgetary control of each fiscal year shall be kept open for 20 days for the purpose of paying and recording claims for indebtedness incurred during such fiscal year; and whereas the period of time between December 31 fiscal year end and January 20 of the following year will be the "Open Period". Basically, expenditures that occur in that fiscal year that we get invoices for up through the 20th are in the open period. Council Member Scott Yaeger made a motion to adopt Resolution 2019-17. Council Member Mike Schrag seconded the motion. Motion passed 6-0.
- C. WSU Rural Design Initiative Agreement-**Clerk-Treasurer Julie Flyckt stated that due to the amount that is on the agreement, it must come to council. The WSU Rural Design Initiative is going to come and work with a group of us to design around street scape and the Amtrak project. On the second page of the agreement on the last paragraph it states, this includes the cost of student labor, travel to and from the site, printing for presentations, two final documents, and dissemination of the work of the RCDI. The amount is \$5,800. This will come out of the Hennings fund money and we need a

motion to approve the amount. Council Member Dennis Chamberlain stated that this would be similar to complete streets projects. The trust fund for the Hennings Foundation has already approved this according to Mayor Cook. Council Member Mike Schrag made a motion to accept the proposal for the Main Street, Pioneer Plaza and Depot master plan. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0

- D. USDA-RD Grant/Loan-** Clerk-Treasurer Julie Flyckt reported that the representative from USDA came and met with her and the mayor. They came back with a better offer and they discussed the offer with the finance committee and will get that information to council once the formal offer is sent to the city.

DISCUSSION AGENDA

- A. Draft 2020 Budget-**Clerk-Treasurer Julie Flyckt stated that in their packets is a very draft budget. Last year when they put together the budget calendar there was a request to have a draft budget before the council retreat. This draft budget just includes where we ended in 2018 and what we have spent from January to August this year. Julie has started to put in some estimates of where we are going to land at the end of 2019. Based on those estimates she started putting in what the 2020 budget could look like. There are several changes that need to be made, so the council will get another draft budget right before the retreat.
- B. Council Retreat-Food-** Julie Flyckt stated that Deputy Clerk Treasurer Michelle Asmussen asked to get a consensus from everybody about the food at the retreat. After some discussion, the council agreed on pizza.
- C. Quiet Zone-** Council Member Dennis Chamberlain stated that he wasn't looking for a decision or a motion just wants to talk about possibly getting the ball started towards developing a quiet zone in Ritzville. Dennis had a short presentation showing the quiet zone in Washougal Washington. Dennis said to the best of his knowledge the quiet zone has no effect on the speed of the trains. This does not require the trains to shut their horns off but allows them to do so. Right now, it is Federal law for them to blow their horns as they go through crossings. It is still going to be up to the engineer if they feel uncomfortable or unsafe, to be able to blow the horns. He stated that in his experience there is a small number of people that like the train horns, a large group that is indifferent and another large group that wants something done. Dennis stated that the numbers were in and he feels that a quiet zone is safer than what we currently have. Many business owners believe that the 2nd floor of their buildings is vital for business, to revitalize our downtown area. He feels that the train horn is detrimental to the people trying to improve their second floors. They are looking for money to help with the cost of developing a quiet zone so that the downtown businesses are not so negatively affected.

CORRESPONDENCE

- A. Department of Commerce-CDBG Grants-** Clerk-Treasurer Julie Flyckt stated that we submitted 2 grants to CDBG, and we have received those grants. The first one is for \$24,000 for a sewer collection preliminary design report and the second is in the amount up to \$624,790 for general purpose sewer system improvements. With the

department of Ecology grant/loan this will help to reduce the amount of the loan we would need. Mayor Cook stated that this is earmarked for use on Pete's Lift Station and the line between there and Columbia Street.

- B. Public Development Authority-Budget Request-** Clerk-Treasurer Julie Flyckt stated that there was correspondence in the packets for PDA's budget request. The PDA has submitted a request again this year asking for \$15,000 for the goal of restoring working office spaces in the upstairs of the PDA building. As we go into the budget process, we can look at putting their request in. Council Member Dennis Chamberlain stated, just as a reminder, the PDA has secured \$350,000 to work on the upper floor. They are just wrapping up \$44,000 grant for heating and cooling in the big ballroom. That is not enough to finish the second floor, but it will take it a long way. Stephen McFadden reported that the total estimated project for the restoration of the office spaces and hallways, is \$500,000, that's all new infrastructure, new heating & AC, broad band fiber, new floors & walls, paint, furnishings and bathroom finished. The \$350,000 was a direct capitol appropriation thanks to the senator. We will be seeking \$50,000 from the county's economic development fund, that will leave about a \$100,000 gap which the PDA will spend the next 6 months chasing that money.

SCHEDULED ITEMS

DEPARTMENT UPDATES

Attorney Update- City Attorney John Kragt stated that he dropped a 25-page memo on the mayor and Julie Flyckt today. He is hopeful that what we are going to be able to do is work toward a special assessment handled by the county treasurer, like the weed board does. Hoping to schedule some time with the mayor and Julie Flyckt soon to go over all of this. John also took a shot at redrafting the nuisance code so he can get a more polished product to the city to vote on at a future meeting.

Public Works Department- Dave Breazeale reported that the boy scouts have finished painting the trim on the city hall building and they also painted our cemetery shed for us. We have ordered the new roofing and sheeting, windows and an ADA door so we can get that secured before winter. They have a draft for a new city hall sign since the old wood one is looking bad. This would be for a metal sign, it will be layered and painted the city seal colors which is the turquoise and gold. Busby is doing the sign and painting it for an estimate of \$1,800-\$2,000. In the process of getting the new sign, we are going to clean up that area by maybe putting some river rock and a streetlight to light up the entrance, so it is visible at nighttime. The railroad is going to come and work on the Adams street crossing not completely sure what date as they have called and changed it a couple times, but probably be on September 27th. We are going to start our second round of crack sealing the first week of October. We will be using the 5 ½ pallets that was left over from last year. The Koch well conduit is in and waiting to pour the concrete, because of the weather. Bid opening starts tomorrow for the million-gallon tank. The park tank should be completed by next week as we had a few hiccups in that project as the discharge valve was rusted shut and we couldn't get it open so we had to cut it out and reinstall a new valve. We had Bruce put in a transducer in and secure that with a lock box. Dave

Breazeale stated that he wanted to surplus some vehicles at Booker or locally. He wants to get rid of the grader and a few other things to condense the inventory to a smaller number. We also have a couple of old dump trucks and a 1968 tractor that we never use. He would like to have the council approve the surplus of these items. He thinks he has a buyer for the grader \$4,500 to \$5,000. The plan is to get a new ton and a half, F450 or F550, 3-yard dump truck with a plow on it, that will be our new flats plow and cemetery truck. It would be nice to get authorization to surplus these vehicles and to purchase a new dump truck with a plow. Mayor Cook stated that to surplus we need to have a resolution that lists all the equipment and the vehicle Vin numbers. We have until October 17th to get them to Booker then the auction is on the 2nd. Dave stated that the type of vehicle he is looking for is rare and doesn't come up very often. When they do come available, they don't last very long. It would be nice to have a number so if he found something that would be feasible, he could jump on it right away. Mayor Cook asked the council if they were comfortable coming up with a number that he could work with instead of having to wait for the next meeting and losing the vehicle. Clerk-Treasurer Julie Flyckt stated that in her work with Tara they have budgeted about \$100,000 in the ER&R fund. They have spent \$10,000 on a new fire truck, \$26,627 on the public works truck, projected around \$8,500 for the new police car. Chief McCormick stated that it was going to be closer to \$18,000 but doesn't have an exact number right now. Council Member Scott Yaeger made a motion to approve the Public Works Director to look into purchasing a vehicle up to \$40,000. Council Member Dede Boyer seconded the motion. Motion passed 6-0.

Police Department- Dave McCormick reported that they are going to be involved in a DUI enforcement on September 20th and on September 21st an 8-hour seat belt enforcement for the WSU home game. The task force end of the year is September 30th, so we must expend all our funds to receive the like amount or more for next year.

Clerk-Treasurer Department- Clerk-Treasurer Julie Flyckt reported our codification of ordinances has started and they have sent an email to get feedback on how they are going to codify some of them. The draft budget that you will see at the retreat will include projected revenues. Julie will be at the WFOA, financial officers conference this Wednesday through Friday. Work continues on the 2018 annual report with consultant Toni as we are making several changes before the audit on October 7th. Julie will be getting with the department heads to start working on the cost allocation and will need to know how often the departments will be replacing the equipment.

COUNCIL REPORTS

Ritzville Public Development Authority- Dennis Chamberlain- They have a meeting tomorrow.
Ritzville Downtown Development Association- Debbie Chapman- Getting ready to put together their request for 110 funds and looking at putting some grants together. The theatre has been doing very well the last few weeks, on the 27th is the Ice Age Institute is doing the free movie. They have gotten some donations for the kids Christmas movie in December from Columbia and Umpqua Banks who have donated already.

Tree Board-Mike Schrag- He ran into Bill Sager and they are discussing fixing up the concrete planters that the city still has so they can place them by the fence on 1st Ave in front of the Washington State Highway Department.

Ritzville Chamber of Commerce-Dede Boyer- They had a meeting last night. The fair ice cream booth brought in \$2,329.05. They are giving away clear plastic bags with ears plugs in them that they will be distributing to the motels. They are also selling cups with the Ritzville logo on them. They are planning on their awards banquet on October 24th, going to be held at the Mexican restaurant in the back room. They are putting a form in the newspaper to nominate people. They also talked about the Ghost Signs and the Halloween carnival.

COMMITTEE REPORTS

License, Rules & Permits-Scott Yaeger- He distributed an email to Dave McCormick, and Council Member Dennis Chamberlain and Michelle Plumb. Dave stated the state had a penalty in the RCWs for handicapped parking violations. It wasn't in the RCW anymore. He contacted the administrator for the courts, they took it out because each individual city or jurisdiction has their own penalty, so we may have to include a penalty. Scott stated that he would like to set up a meeting for next week to go over this. They set a meeting for the License, Rules & Permits on Tuesday September 25th at 5:00pm at city hall.

Finance & Employee Benefits-Mike Schrag-The finance committee met tonight and most of the things have been discussed already. They talked about the WSU Rural Design Agreement, Resolution 2019-17 and the USDA -RD Grant/Loan. The one thing that hasn't been discussed was the January through August financials and where we are according to the calendar year. It looks like we are doing good.

PUBLIC REQUESTS AND COMMENTS

Charles Jingling stated that he is looking forward to talking to Dennis Chamberlain about his quiet zone proposal. He said that the tracks have been here since the town has, while certain crossings may be good and prevent fatalities with vehicle, we need to think about the pedestrian fatalities.

With no further comments or business to come before the council, Mayor Gary Cook adjourned the regular meeting at 8:13pm.

Michelle Asmussen, Deputy Clerk Treasurer