

**OPENING OF MEETING**

Mayor Gary Cook opened the Regular Council meeting at 7:00pm with six council members present: Michelle Plumb, Mike Schrag, Dennis Chamberlain, Scott Yaeger, Mark Weigand 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 Brandon Cline from the Ritzville Adams County Journal, Tracy Tremaine, Chris Cook, Rhonda Devitto, Taudd Hume, Hank & Rebecca Buchman, Barry Boyer and Charles Jingling. City Fire Chief Joel Bell, City Attorney John Kragt, City Council Member Debbie Chapman 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 Dennis Chamberlain seconded the motion. Motion passed 6-0.

**QUIET ZONE**

Mayor Cook stated that we had some people here tonight and he would like to bring number 6A under correspondence Quiet Zone and Survey Citizen's Letter to the front, so they don't have to sit through all the action agenda items. The City received a letter from some concerned folks and the Mayor Cook asked council to review the letter. Mayor Cook requested the minutes show that the letter has been entered into the council minutes as evidence of correspondence. Mayor Cook then opened for comments. Rebecca Buchmann stated that she was curious about the surveys that went out, the data that was shared a month or so ago, as it leans towards a lot of concern. She was curious where it went out to. Did it go out to every citizen of Ritzville whether they live in the country or not or was it just within the city limits? Mayor Cook stated that we used the basis of the utility billing accounts. There were 798 of the surveys that went out by mail. Of those if there was a landlord/tenant situation, we sent one to each because the tenant lives in the city and the owner is invested in the city. We also had the survey on the website where they come in anonymously, so if there was someone that lived in the country that went on and filled one out, we wouldn't know that. Of the 798 surveys that went out, there were 107 paper ones that came back and 39 electronic. Mayor Cook stated that he is interested in having a public community meeting and let people have their say. There is a lot to consider as the Railroad will want us to abandon crossings, so they don't have to maintain them. We have 4 crossings here and we need to determine if we can negotiate by closing one or more. Division can't be closed because that's where the heavy loads for the county go through. Columbia is a main road between the scales and the elevator.

**ACTION AGENDA**

- A. **Schrag Nichols Annexation Public Hearing, Ordinance No. 2138**-Mayor Cook opened the 2<sup>nd</sup> annexation public hearing at 7:18am for the Schrag Nichols Annexation for the three properties 506 West 7<sup>th</sup> Ave (Parcel No. 2935230610035), 508 West 7<sup>th</sup> Ave

(Parcel No. 2935230660003), and 502 West 7<sup>th</sup> Ave (Parcel No. 293523040037). This hearing is to allow the public to comment on the proposed annexation. Mayor Cook asked if the council or the public had any questions or comments on the proposed annexation. Council Member Mike Schrag recused himself from the vote. Hearing no questions or comments, the Mayor closed the public hearing at 7:22pm. Council Member Michelle Plumb made a motion to approve annexing the three Council Member Dennis Chamberlain seconded the motion. Motion passed 5-0

- B. C.J. Smik Plat Ratification, Planning Commission, Resolution No. 2020-02-**Clerk Treasurer Julie Flyckt stated she worked with the city land use attorney Mike Connolly and the East Adams Rural Healthcare (EARH) land use attorney Taudd Hume to move forward a request from (EARH) and potential buyer Gibraltar to recognize the streets around the East Adams Care Center parcel. The attorneys have suggested that we ratify the plat and map to make it valid. The map was never recorded with the county auditor's office and by ratifying the map it will include the streets around the parcel. There have been two annexations that we have now completed which are included on the map. Mayor Cook asked Taudd Hume if the survey that was done recently had cleared up some of the issues. Taudd Hume stated that this was a very bizarre situation that we found ourselves in that there was this plat created that was never recorded, and some of the streets were built, and everyone thought there was a plat recorded. Ratifying the plat legitimizes it, making Jackson Street and 5<sup>th</sup> and 7<sup>th</sup> avenues dedicated to the City. It also brings 6<sup>th</sup> Avenue all the way down through the property. Julie stated Planning Commission reviewed the request and have approved in Resolution 2020-02 to move ahead on ratifying the C.J. Smik Plat.
- C. C.J. Smik Map Ratification, Ordinance No. 2139-** Council Member Mike Schrag made a motion to adopt Ordinance No. 2139, ratifying the C.J. Smik Map. Council Member Mark Weigand seconded the motion. Motion passed 6-0.
- D. East Adams Care Center Street Vacation, Planning Commission, Resolution No. 2020-03-** Clerk Treasurer Julie Flyckt stated we received a request to vacate 6<sup>th</sup> Ave located in Block 1 and 2 of the C.J. Smick Rest Home Addition. The planning commission reviewed the request for street vacation and have approved moving forward in Resolution No. 2020-03. Taudd Hume stated the current application has a request for street vacation of 6<sup>th</sup> Avenue and a vacation of Lewis street. These streets are not on the map, but they are platted public unimproved right away. Taudd asked Julie if she would help us reach out to the neighboring property owner to the south, Galbreath Livestock and ask if they would join the petition. They responded by saying no they would like to keep Lewis street unvacated due to some potential development opportunities in the future. The current application is to vacate 6<sup>th</sup> Avenue as it goes through the property and Lewis as it goes through the property but East Adams Care Center/EARH has updated the application to not include vacating Lewis Street.
- E. E. East Adams Care Center Street Vacation, Set Public Hearing, Resolution No. 2020-04-** Clerk Treasurer Julie Flyckt stated we must give 20 days public notice for street vacation and pass a resolution to set the public hearing for the February 18<sup>th</sup> council meeting. Council Member Scott Yaeger stated that on the resolution on the bottom #2 where it states placing in a conspicuous place on the alley it should be street. Julie stated that she would change alley to street. Council Member Michelle Plumb made a

motion to approve setting the public hearing for Resolution 2020-04 for the East Adams Care Center Street Vacation for February 18<sup>th</sup> at 7:10pm, with the change of alley to street. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

- F. Department of Ecology Agreement Agreement-Pete's Lift Station-** Mayor Cook stated that we got the agreement for the ecology grant. The total grant and loan portion are \$1, 230,000.00, as you can see the grant portion is \$416,649 and the loan portion is \$729,351. If you look at the amortization schedule, for the loan amount itself of \$729,351., it says term of the loan is 60 but if you look at this it is only 30 which is better. I think what they meant was 60 payments, that is 2 payments a year. Council Member Dede Boyer made a motion for the mayor to sign the Department of Ecology Agreement 00127. Council Member Michelle Plumb seconded the motion. Motion passed 6-0.
- G. Tara Dunford, Finance Consultant Agreement-** Clerk Treasurer Julie Flyckt requested approval of agreement with finance consultant Tara Dunford. Tara helped with the cost allocation plan and ER&R plan last year. The agreement was a request for services up to \$7,000 for items that will need to be addressed this year such as annual report review. Tara came back with \$160 per hour not to exceed 43 hours or \$6,880. Council Member Dennis Chamberlain made a motion to approve the mayor to sign the agreement with Tara Dunford. Council Member Mark Weigand seconded the motion. Motion passed 6-0.
- H. Standpipe Bids-** Ben Varela with Varela and Associates, via phone, stated that bids were opened last Tuesday, and the low bidder was Industrial Coating. They did their reference checks on the financial and some of their past projects, everything checked out. USDA RD funding is pretty involved in the whole process and they review the contract documents before we put them out to bid and they concur with our recommendation. This recommendation is pending their concurrence with our recommendation and sending over the required documents. It should only be a week or two at the most to move the bid forward. Mayor Cook asked Ben, by looking at their financials, are they going to have a bond or a retainage? Ben stated that they didn't know that yet, but it could be either one. Council Member Mike Schrag made a motion to award the contract to the low bidder, Industrial Coatings Unlimited, pending USDA/RD review & approval of required documents and subsequent concurrence. Council Member Dede Boyer seconded the motion. Motion passed 5-0, with Council Member Mark Weigand abstaining. Dave Breazeale stated that just for everyone's information, we had spoken to Bruce Larkin after all these bids had come in. He thought \$5,000 for dehumidification was a severely low bid. He said you have to dehumidify the coating to make it stick and adhere properly. This company has only been in service for a year and a half.
- I. 110 Applications-** Council Member Scott Yaeger stated the golf course heating & cooling, windows and wall installation, we only have a quote for the heating & cooling, and he had requested a quote for the windows before this meeting. Mayor Cook stated that after his meeting with Dan Duff today, he wasn't interested in doing all the big windows right now. Scott stated that in the future he would like the city to have quotes on city projects. Council Member Scott Yaeger made a motion to leave all the suggested funding from awards except for changes to the 1<sup>st</sup> wayfinding WA DOT signs make that 0, the 2<sup>nd</sup> one will go to \$27,500, the 3<sup>rd</sup> WA DOT one will go to 0. The golf course

clubhouse heating, cooling windows and walls will go to \$20,000 and the golf course clubhouse utilities will go to \$8,300. Council Member Dennis Chamberlain seconded it. Motion passed 6-0.

**DISCUSSION AGENDA**-no discussion agenda items.

#### **CORRESPONDENCE**

- A. Quiet Zone Letter:** letter placed moved to the first item on the agenda
- B. Public Development Authority Minutes:** in council packets.

#### **SCHEDULED ITEMS**

##### **MAYOR**

**I. Coffee with the Mayor-** On Wednesday January 29<sup>th</sup>, from 10am-11am at Uniquely Washington, Mayor Cook will be having a coffee invitation for anyone in the community to come and express their views and comments. There is also a code enforcement request for qualification that is going to close tomorrow.

**II. Larry's Retirement-January 31<sup>st</sup>, Open House 3pm-5pm-** Larry's retirement will be Friday at city hall from 3pm-5pm.

##### **DEPARTMENT UPDATES**

**Public Works Department:** Dave Breazeale stated that they have located the electrical wire out on the side of the building so the light pole will be going up soon. Hired a new guy, his name is Travis Bogart, who was a dairy warehouse manager on the westside then a cattle rancher in Montana and decided he didn't like it. Dave called and talked to Pat Kenyon to buy salt from the state on a load by load basis. The water efficiency report was completed last week, and surprisingly we came in at 2.8% water loss, which is fantastic. We are still looking to purchase a skid steer and would like to have the approval to purchase it now instead of having to wait until the next council meeting. Dave believes he had a \$30,000 approval in the budget, Julie said it was \$25,000. Ned passed his class so he can spray now. The CDL is going to be a complicated one now that Larry is retiring as he was our instructor and signed off on our paperwork. John Hunt rehab the old light that was outside the Burroughs.

**Police Department:** Chief Dave McCormick stated they are still spending working with the prosecutor for the trial that will start next Tuesday.

**Clerk Treasurer:** Clerk-Treasurer Julie Flyckt stated that everything up to ordinance 2133 has been codified and live on the code publishing website. Now, moving forward, every time we pass an ordinance, we can get it uploaded and live. The business licensing services are now live with Department of Revenue. Businesses can go to our website and it will link them to the state website where they can apply for their city license. We did interviews last Thursday for the full time and part time Deputy Clerk Treasurer I positions and we have hired for those positions. They will start on February 3<sup>rd</sup>. The state auditor called about the 2018 audit and because we have worked so hard to clean up the reports, we are going to just have a few exit items.

**COUNCIL REPORTS**

**Ritzville Planning Commission**-Dennis Chamberlain: Already been discussed tonight.

**Chamber of Commerce**-Dede Boyer- Held annual banquet at Best Western with a presentation by US Bank regarding scams online. There was also a man there talking about the windmills that are going to be put up around the area which should bring some business into town.

**COMMITTEE REPORTS**

**License & Rules**-*Scott Yeager*- The committee met and went over the nuisance ordinance and there are some changes that we needed to make.

**Finance & Employee Benefits**-*Mike Schrag*-The committee met tonight at 6:00pm and most of the things have already be talked about.

**Health & Wellness**-*Dennis Chamberlain*- waiting for poles for the wayfinding signs.

**Public Works**-*Scott Yeager*- Need to figure out where the consulting agreements are for the TIB.

**PUBLIC REQUESTS AND COMMENTS**

Barry Boyer stated he is pleased to hear the lights will be here before 2025.

With no further comments or business to come before the council, Mayor Gary Cook adjourned the regular meeting at 8:37pm.

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Michelle Asmussen, Deputy Clerk Treasurer II