

EXECUTIVE SESSION

Mayor Gary Cook called an executive session at 6:08pm for potential litigation discussion as per RCW 42.30.110 (i) to meet until 7pm. The session was closed at 6:54pm.

OPENING OF COUNCIL MEETING

Mayor Gary Cook opened the Regular Council meeting at 7:00pm with seven council members present: Michelle Plumb, Mike Schrag, Dennis Chamberlain, Debbie Chapman, Scott Yaeger, Mark Weigand and Dede Boyer. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Police Chief David McCormick and Public Works Director Dave Breazeale. Also, in attendance were Ben Varela, Glen Stockwell, Barry Boyer and Charles Jingling. City Fire Chief Joel Bell and City Attorney John Kragt 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 to move the County Commission Letter of Support agenda item to the first item of business. Mayor asked if there were any changes to the consent agenda. Council Member Mark Weigand made a motion to accept the Consent Agenda moving the county commission letter of support to the first item of business. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

County Commissioners Letter of support-

Mayor introduced Glen Stockwell, who spoke about a county commissioner letter for support. Mayor asked the council to take information under advisement for the council decide how they want to proceed. Glen Stockwell sent example letters from Towns of Lind and Washtucna. They are letters of recommendation to request Roger Hartwig and Terry Thompson to give a second to John Marshall's motion about creating a summit with the Northwest Seaport Alliance and an interlocal agreement between the Ports of Seattle and Tacoma. They are interested in putting in the entire project and John has been waiting over 5 months to get a second. Glen has taken it upon himself to go get the letters and try to force the issue forward. He asked Ritzville to follow in line with the towns of Lind and Washtucna. He said it is an important issue as we need to get the water across the whole project. Council Member Michelle Plumb stated that the water wasn't actually scheduled to come to Ritzville whatsoever. Council Member Mike Schrag made a motion to approve the mayor to write a letter in favor of John Marshall's motion. Council Member Mark Weigand seconded the motion. Council Member Scott Yaeger abstained from voting. Motioned passed 5-1, with Council Member Michelle Plumb opposing.

ACTION AGENDA

- A. Pete's Lift Station Engineering Agreement-** Council Member Scott Yaeger stated there was a public works meeting last Monday. We have been discussing in council about the increasing construction costs from the original agreement back in 2014-2015. It was at \$875,000 and now we are at \$1,200,000. Varela did a great job explaining how they are seeing increasing costs due to shortage of contractors doing for sewer and

infrastructure work, escalating the costs in construction and increased cost of materials. The agreement is for the primary engineering and the design for Pete's Lift Station so we can start moving forward and this is the CDBG standard agreement. It is my recommendation as the chair of the public works committee to approve this agreement so we can get moving with Pete's Lift Station. Council Member Scott Yaeger made a motion to approve the mayor to sign the Pete's Lift Station and Overload Sewer Replacement Engineering Services Agreement with Varela. Council Member Michelle Plumb seconded the motion. Motion passed 6-1, with Council Member Mark Weigand opposing.

- B. Standpipe Engineering Agreement-** Council Member Scott Yaeger stated the agreement is for the construction engineering and inspection of the standpipe project. There was a master agreement when we started this phase 2 water system improvement project. It was originally signed at the end of December. That agreement was a start to the standpipe design and preliminary agreement so far. This is amendment is for the amount of \$93,880 for Varela for the construction management and on-site inspection on the standpipe in the golf course. They are going to start on March 9th, the interior work is required to be completed by May 1st. The exterior work has 30 days once they start, the preliminary plan was to have them there from July 1st through July 31st to do the exterior coating. Council Member Michelle Plumb stated the \$61,800 portion of this agreement is if they are on site every day. Ben Varela stated that this agreement is time and expense only. Ben said that there will probably be days that they aren't going to need somebody at the project. Council Member Scott Yaeger made a motion to approve the Amendment #1 to the Phase 2 Water System Improvements for the Construction Engineering Agreement in the amount of \$93,880. Council Member Mike Schrag seconded the motion. Motion passed 7-0. As for the contractor agreement, Ben stated we are waiting for the city attorney to review the agreement, the bond and insurance and signs the RD certification. Council Member Scott Yaeger made a motion to approve the mayor to sign the contractor agreement between the City of Ritzville and Industrial Coating LLC pending the city attorney's signature and RDs approval. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. TIB-Main Street and Galbreath Way-** Council Member Scott Yaeger stated the Main Street consultant agreement is for Varela to provide preliminary design, bid process and construction engineering. It includes all ADA ramps on Main Street. Part of the Main Street project ended up including funding from TIB, which 95% is updating the ADA ramps on Main Street, Palouse to Jackson. There is about 20 ADA ramps. Varela has helped us out a lot with the Division Street ramps and the multiple 1st Ave projects. Scott reached out to Kurt from Varela and asked him to provide a consultant agreement. This agreement is for \$48,497 for preliminary design bid and construction engineering and inspection. In the TIB application, the cost was underestimated for this work. Scott recommend that we approve this agreement request from TIB for additional engineer funding at the 30% of construction which would increase the total project cost to \$56,490. Council Member Scott Yaeger made a motion to approve the mayor to sign the consultant agreement with Varela for Main Street project in the amount of \$49,537 pending plausible additional funding from TIB for engineering costs and TIB's approval of the consulting agreement. Council Member Dennis Chamberlain seconded the

motion. Motion passed 7-0. Scott stated the Galbreath/Weber Way project agreement is for \$76,196 for Varela to provide engineering, design and bid portion. This project is scheduled for construction in 2021. The agreement of \$76,196 is less than what we have available to us in the application, which is \$83,762. Council Member Scott Yaeger made a motion to approve the mayor to sign the consultant agreement pending TIB approval. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. Mayor Vacancy-** Clerk-Treasurer Julie Flyckt stated at the last council meeting Mayor Cook lets us know he was resigning, and he has officially submitted his resignation letter with his last day effective on March 31st. The next steps in the process is for the council to appoint a mayor. That appointment can be a council member or somebody from the community that has been a resident of Ritzville for a year or more or is a registered voter. Julie followed up with the auditor's office and they sent over the RCW's regarding the election process during a vacancy. The election for cities is on odd years, so this appointment will go through November of 2021 until the election is certified. The city has received 2 letters of interest to be considered from former mayor Linda Kadlec and this evening we received a letter from mayor protem, Dennis Chamberlain. Julie talked about the Mayor/Council Handbook resource from MRSC that was provided to the council. Council Member Mark Weigand stated that he would like to wait 2 more weeks to make any decisions and give other people time to submit letters of interest. Council Member Debbie Chapman made a motion to put out a request for letters of interest for the position of Mayor of Ritzville by Tuesday the 17th at 5:00pm. Council Member Dede Boyer seconded the motion. Dennis Chamberlain abstained from voting. Motion passed 6-0.

CORRESPONDENCE

- A. Mayor Resignation-**Gary Cook letter of resignation.
- B. Letter of Interest for Mayor-**Former Mayor Linda Kadlec and Dennis Chamberlain.
- C. State Emergency Operations Center-COVID-19-** Clerk-Treasurer Julie Flyckt stated that she emailed all the council members about the COVID-19 webinar which will be on Wednesday at 10:00am. This has to do with the corona virus, it has been sent out to all elected officials, inviting them to attend.

SCHEDULED ITEMS

MAYOR

- I. Certificate of Municipal Leadership-** Mayor Cook presented Council Member Michelle Plumb with AWC Certificate of Municipal Leadership for successful completion of AWC's Certificate.
- II. Coffee with the Mayor Update-** There was a great turnout with about 6 -8 people who had a lot of good questions. Mayor Cook introduced Katie, the new editor from the Adams County Journal.
- III. Downtown Revitalization Project-** Last Wednesday four WSU students and their instructors made a public presentation at the Wheat Growers on the revitalization project downtown. They had a workshop where participants broke into 3 different areas that covered downtown:

Broadway, Main and Railroad. From those breakouts, they collected data which will be developed into conceptual designs that will be presented sometime in April or the first part of May. The meeting was well attended with over 20 people. Julie Flyckt stated that she has a PowerPoint from the meeting for anyone that is interested.

DEPARTMENT UPDATES

Public Works Department: Dave Breazeale stated that the Wayfinding poles were delivered yesterday. Don Adams came down last Friday to install the temporary radio on Well #9 and then came down Wednesday and installed the radio on the park tank. Those are up and going so we are ready for the standpipe recoating. The farm plan is done and we are submitting that to DOE for the Schoessler circle. The standpipe pre-con was completed today with Varela and the contractor. The work is going to start on the 9th or 10th. Koch well is done except one of the ballises were broken when I got here so I'm waiting on Shannon to come back and replace that. Somebody has broken another window in the council chambers with a rock. We need to find the plans when the building was remodeled to determine the type of window that will need to be replaced.

Police Department: Chief Dave McCormick stated that the Kuest sentencing was on Monday morning. The standard range is 167 to 216 months and he received 240 months from Judge Dixon. We have a DUI enforcement emphasis through the Traffic Safety Commission scheduled for the 17th of March from 6:00pm until 10:00pm.

Clerk Treasurer: Clerk-Treasurer Julie Flyckt stated at our last council meeting there was some discussion about contract authority and researched the topic. Julie provided a document with the state RCW which states the city council of each second-class city shall have power and authority for contracts to make all appropriations, contracts, agreements or benefit in the cities name. I did give 3 examples. We received a resignation letter from our part time Deputy Clerk Treasurer I, Charlene Hoeft, the schedule just isn't working for her. When we started the part, time position we were going to take a look at what hours work, it became clear that we needed coverage around lunch time. We will be putting the job posting out again, and we are putting the standard hours we are looking for. Please take out whatever you want to keep from your binders it makes it easier to put them together. I will be gone for the 1st council meeting in April.

COUNCIL REPORTS

Adams County Development Council-Mike Schrag- Meeting on March 12th in Othello at 6:00pm.

Ritzville Public Development Authority-Dennis Chamberlain- Moving forward collecting bids, they still have part of the grant that they did the heating and cooling with. They will be calling for volunteers to get the second floor ready for construction soon.

Ritzville Downtown Development Association-Debbie Chapman- They cancelled their meeting last month. They have been having discussions with the Chamber and the PDA about moving forward and trying to revitalize the Main street project downtown.

Ritzville Golf Association-Mark Weigand stated they are playing golf a little bit.

Tree Board-*Mike Schrag* stated that Arbor Day is in April, so he has to order trees and get ready for that. Going to try and meet this Monday.

Chamber of Commerce-*Dede Boyer*- Meeting on March 16th.

Gritman Senior Center-*Debbie Chapman*- They have a meeting coming up next Tuesday.

COMMITTEE REPORTS

License, Rules & Permits- *Scott Yaeger*-Mayor Cook stated that he has spoken to Scott and made a deal that he was going to put a lot of his efforts toward the public works committee, because of all the projects going on. Mayor Cook has asked Michelle Plumb if she would step up and be the chairperson on the License, Rules & Permits committee and she agreed to it, so he like to appoint her to the chair of that committee.

Health & Wellness-*Dennis Chamberlain*- Poles are here.

PUBLIC REQUESTS AND COMMENTS

With no further comments or business to come before the council, Mayor Gary Cook adjourned the regular meeting at 8:20pm.

Michelle Asmussen, Deputy Clerk Treasurer II