

OPENING OF MEETING

Mayor Gary Cook opened the Regular Council meeting at 7:01pm 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 Dale Galbreath, Rhonda Devito, Boone Birdsell, Vincent Lattimer, Kim Smith, 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 if there were any changes to the consent agenda. Council Member Mike Schrag made a motion to accept the Consent Agenda. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

ACTION AGENDA

- A. 6th Ave Street Vacation Public Hearing, Ordinance No. 2140-** Mayor Cook opened the public hearing at 7:02pm for the vacation of a portion of 6th Ave. On January 8th the City received a street vacation application from East Adams Rural Health Care to vacate 6th Ave and Lewis Street. The Ritzville Planning Commission reviewed the application and passed Resolution 2020-03 making the determination that the vacation follows the Ritzville Comp plan. On January 21st EARH requested removing Lewis Street from their application. The city council accepted the request and passes Resolution 2020-04 setting the public hearing for vacation to February 18th. Mayor Cook opened the floor for public comment. Dale Galbreath stated that he was thankful that the council acted on removing the request of Lewis street. Their only concern as a family is the adjoining land to Lewis street and they are concerned that if they develop that property in the future, whether they will have access to it. He expressed that each street that is vacated eliminates more access to their property. Rhonda Devito stated that they had talked about this for some time and access on 5th Ave and 7th Ave would be adequate for any developments on the property. Mayor Cook stated that when they agreed to keep Lewis street intact it did extend over to 7th Ave. Clerk-Treasurer Julie Flyckt stated that in Ordinance 2140 we did list all the easements that are part of that property. There is not a utility easement down 6th Ave. Public Works Director Dave Breazeale stated that there isn't any sewer going down 6th at all, the line runs parallel from 7th, down Lewis, and it goes in a snake pattern around Life Care along the Galbreath fields. Taudd Hume, land use attorney for the hospital, stated that the hospital was very willing to remove Lewis street off the street vacation request. Mayor Cook asked if there were any further questions or comments from the council or the audience. With nothing further comments, the mayor closed the public hearing for the annexation at 7:14pm. Mayor Cook asked council if they would like to act on Ordinance 2140. Council Member Scott Yaeger commented Attachment A to the ordinance was confusing as it was not just the

map. Julie Flyckt stated she will update the exhibit with the map only. Council Member Michelle Plumb made a motion to approve Ordinance 2140, vacating just 6th Ave in the C.J. Smick Addition with corrections to Attachment A. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

- B. Adams County Mosquito Control Board-2-year term appointment: Gordon Killian-** Mayor Cook stated that we have done this before by a recommendation and vote of the council for the position. Council Member Scott Yaeger made a motion to recommend Gordon Killian for the 2-year term on the Adams County Mosquito Control Board. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. SCJ Alliance Agreement-** Clerk-Treasurer Julie Flyckt stated last year we hired SCJ Alliance to help us with critical updates to our comp plan and by state law the update must be complete June of this year. The agreement is an amendment the contract for an additional \$4,500 for 2 additional phases that were not in the original agreement. Phase 5 is Staff Submittal to Planning Commission for Comments and Response, and we just completed this phase with the planning commission at their last meeting. The current Phase 6 is for SEPA Submittal, comment and response and approval hearing. Once we complete the SEPA Submittal it will come to the council for approval to move forward. They are also working to update our city map for us as it is very outdated. In the 2020 budget there was \$5,600 allocated for the additional work and we are looking for approval for the mayor to sign this agreement. Council Member Scott Yaeger made a motion for the mayor to sign the Amendment Number 1 to the Agreement for Professional Services Between SCJ Alliance and the City of Ritzville. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. Pete's Lift Station and Sewer Projects Engineering Agreement-** Clerk-Treasurer Julie Flyckt stated the agreement was still in the binders from last council meeting and we are not looking for approval tonight but will be discussing just next steps. Mayor Cook stated that essentially what he and Scott Yaeger have discussed is to have someone from Varela like Ben or Dana come down and meet with the public works committee once a month. This would be reasonable with all the projects that we have going on right now. Another thing that Varela said on the phone was that they would provide a project timeline with deadlines. Scott Yaeger stated that he doesn't feel that it should all be up to the public works committee because there will be questions starting out that will have to be dealt with by the whole council. Julie Flyckt stated that we just need to figure out a date for the next Public Works Committee and we can discuss after council a time that will work for the committee.
- B. 2018 Audit-** Clerk-Treasurer Julie Flyckt went over the full 2018 audit report with council. The audit covered accountability for Jan 1, 2017 through Dec 31, 2018 and the financial statement from Jan 1, 2018 through Dec 31, 2018. Under audit highlights, they appreciated all the work the Clerk-Treasurer did, commented the city staff was a joy to work with and the city staff was efficient in getting the information needed to close out the audit. There were only exit items on the audit which are for management's consideration as things for us to work on and will not be in the audit document that the public will see. There was a prior management letter for no cost allocation plan. It has

now been resolved with the cost allocation plan Tara Dunford helped us to create for 2019. Julie Flyckt thanked the finance consultants and staff for all the work done to achieve going from a finding in 2017 to Exit Items in 2018. The report will publish this Thursday for the public to see online through the state auditor's website. The next audit is scheduled for 2021 due to the success of this audit. We are currently on a two-year audit cycle, which will change once our expenditures increase with the infrastructure projects occurring over the next two years.

- C. Quiet Zone Public Meeting Recap-**Mayor Cook stated that they had received two letters prior to the meeting on February 6th for the quiet zone. One was from Brian Bothun who was against the quiet zone but couldn't be at the meeting. The other letter was from the RDDA signed by John Rankin that was in favor of the quiet zone. Both of those letters are included in the correspondence. There was standing room only at the meeting with a lot of passion towards both sides of the quiet zone. It was a way to see what the consensus of the community was one last time. I think we had about a 60-40 consistency, so we have decided to go ahead and move forward on trying to work on the problem. Gus Garza will be coming around the first part of March to do a sound study, he will spend about 3 days doing that. He will do the study at different heights and different distances, inside of buildings on Main street and up on the hill. He estimates that it is going to be about \$3,000. He will be able to give us some passive options and some cost-effective measures.

CORRESPONDENCE

- A. Quiet Zone Letters: RDDA and Bothun**
- B. Jan15th PDA Minutes**
- C. Adams County Commissioner Districts-Glen Stockwell**
- D. Feb 12th Planning Commission Minutes**

SCHEDULED ITEMS

MAYOR

I. Golf Course Café- Mayor Cook stated that they had visited with a lady that was interested in running the café. They have been putting together a draft contract and are still trying to decide what we are going to do and if the RGA is going to accept her in there. Council Member Michelle Plumb asked to have Dan Duff's golf contract brought to council for their approval. Mayor Cook let the council know that at the next council meeting on the 3rd of March, there will be an executive session with Milt Rowland to update us on the lawsuit. We will bypass the finance meeting and start council meeting at 6:00pm and go into executive session right away and come out of executive session at 7:00pm. Also, a reminder there is a public meeting with WSU on Wednesday February 26th at 7:00pm at the Wheat Growers building to discuss the downtown revitalization project.

DEPARTMENT UPDATES

Public Works Department: Dave Breazeale stated that he has a date for the wayfinding poles, they are going to be shipped out in a couple days. The crew has started removing some of the signs that need to come down for the new wayfinding signs. Dave met with Shannon Industrial,

and they have everything set up for clay valve and the operation of the well. Don Adams will be here tomorrow and will start installing the telemetry for the park tank for when we take the standpipe out for maintenance. It will be a temporary system, but it will only cost us between \$3,000 and \$5,000. The City Hall sign is up and when I told the crew to do something special with that corner, they installed a new water feature and are currently installing a light. Rocks were free, we used some old sewer liner for the pond liner, and we paid \$100 for a pump.

Police Department: Chief Dave McCormick stated he received notification from the Sheriffs and Chiefs Association that are grant applications were approved: \$1,400 for moving radar and the \$500 for portable breath test. These items will go into Officer Gracie's car and the old ones will go in the old car that they are going to put together for the new position. There has been a rash of gas thefts from vehicles that are parked on Railroad between Division and Adams. Part of the problem was that the light was burnt out on the east side of the restroom building. Dave Breazeale stated that he believes that the problem with the light was an issue with the timer on the Depot. Council Member Dennis Chamberlain asked about funding for cameras in the area of the depot. Chief McCormick stated that initially the police department was supposed to get cameras after the park and then the Depot, to include going down the Plaza. With the expense that we incurred at the park, which was significantly more than anyone had thought, the project was put on hold. On my list of things to bring up tonight is the lighting and the cameras on the Depot and the Plaza. I have received numerous complaints from people that are down there at night and people that walk to and from their cars, employees. The trees compound the problem of light and the ability of cameras to adequately monitor the Plaza. Mayor Cook asked Council Member Mike Schrag if he remembered if Garth Davis was going to have someone come down and trim back the trees in the Plaza, it was mentioned at some point a while back. Mike said he could try and get a hold of Garth about it.

Clerk Treasurer: Clerk-Treasurer Julie Flyckt stated all of the updates were already covered tonight and introduced the new Deputy Clerk Treasurer I Kim Smith.

COUNCIL REPORTS

Ritzville Planning Commission-Dennis Chamberlain- Julie Flyckt gave out the new code books to all the members.

Ritzville Golf Association-Mark Weigand stated that the ladies are going to try and start their golf rotation on March 1st.

Tree Board-Mike Schrag stated they are having a meeting on Monday February 24th to get ready for Arbor Day in April, and to work on getting some ideas together for 1st Ave project.

Chamber of Commerce-Dede Boyer-They had their meeting last night and they mostly talked about the calendar for the upcoming month. This summer they are going to do a fun day in July, and possibly an ice cream social. The money raised will go towards decorating the town for Christmas this year. They are also going to do a pie baking contest. This Saturday between 1:00-3:00 at the Depot there will be an O scale Amtrak train and cookies and coffee for those who attend.

COMMITTEE REPORTS

Finance & Employee Benefits-*Mike Schrag*-The committee met tonight at 6:00pm and most of the things have already be talked about. We spoke about the cash investment activity; current expense was at 12% as there is a large bill at the beginning of the year for insurance. Also, the Mayor gave us some information that he would like to share with the council. Mayor Cook stated that he was announcing his resignation date as of March 31st. His house is moving forward quicker than he thought. Clerk-Treasurer Julie Flyckt went over the state law for appointing a Mayor, suggestion on process and the election cycle. Once the resignation occurs the mayor pro-tem will step in and help chair the meetings and help fill that role. If appointment does need to occur within the first 90 days, then the appointment goes to the county commissioners. If they don't appointment within 180 days, it then goes to the Governor. The appointment can be a council member, or a citizen of the city but they must be a resident of the city at least one year or more and registered to vote.

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