

OPENING OF COUNCIL MEETING

Mayor Linda Kadlec opened the remote and in person council meeting at 7:00pm. Council members present were Michelle Plumb, Marsha Smith, Mike Schrag, Dennis Chamberlain, Dede Boyer, Debbie Chapman, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, City Police Chief David McCormick, City Fire Chief Joel Bell, and Public Works Director Dave Breazeale. City Attorney John Kragt was excused. Also present were Barry Boyer, Jeff Kissler, Matt Carlson, Andrew Carlson, and Dale Brown from Cheney Free Press.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Linda Kadlec asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag made a motion to approve the consent agenda for April 4th, 2023, as presented. Council Member Marsha Smith seconded the motion. The motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there was anyone who would like to make a comment. Hearing none she moved on.

ACTION AGENDA

- A. **Well #8 Rehab Pay Estimate #9-Schneider Water Services-**Ben Varela with Varela & Associates stated this is for the installation of about 695' of liner in the bottom of the well in the amount of \$212,000. The well is physically completed but there will still be a pay estimate for some clean up items at the end. It is physically complete at 1,571' deep and it has been pump tested at 2,000gpm for 24 hours. After 24 hours there was only 4' of draw down which means it is a really good well and similar in capacity and character to Well 9. Council Member Scott Yaeger made a motion to approve pay estimate #9 to Schneider Water Services for Well #8 replacement project in the amount of \$212,926.75 for work performed between January 1st-March 3rd, 2023. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. **Water Distribution System Project Bid-** Ben Varela with Varela & Associates stated last time he was at the council meeting he went over some of the high points of the distribution system project and it is about ready to go out to bid. After that meeting, Varela sent it to the public works committee for review. The committee provided good comments and some good edits, and the project is ready to go out to bid. Varela is not 100% confident in the 2 million estimate as the markets can go either way but it is a safe place to start. Coming in at 2 million, that leaves the RD funding at about \$2.8 million remaining. There has been about 2.5 million dollars' worth of projects done so far with the RD funding, mainly consisting of Well 8 and Standpipe projects. The city is still in the RD loan portion with about 3.4 million in loan and another 3.9 million in grant. The RD requires the city use the loan portion first before drawing down the grant. Right now, there is about \$950,000 less in the loan. Once this bid comes in the city will definitely be into the grant part of that funding. Council Member Scott Yaeger made a motion to approve going out to bid on the water distribution system project. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- C. **Crack Seal Project TIB Agreement-** Council Member Scott Yaeger stated TIB board has awarded the crack sealing project to the city. TIB originally did not fund the project back in August, but they had maintenance funds left over and asked the city to submit the project again with a map and a list of each street. They also asked the city to go out to bid and receive quotes on the crack seal lineal footage. BCV was the low bidder at that

time at \$83,550. The TIB agreement is 95% funding for that project at \$79,378 and the city's portion will be \$4,178. To get this project going, the council will need to approve the agreement and have the mayor sign this agreement with TIB so we can start the projects and submit bid tabulations. Council Member Mike Schrag asked Dave Breazeale if we had any crack sealing material left from previous projects we could use. Dave stated that he keeps some on hand for public works inventory as the city usually budgets \$10,000 a year for crack sealing. Council Member Dede Boyer made a motion to approve the mayor to sign the crack seal project TIB agreement. Council Member Dennis Chamberlain seconded the agreement. Motion passed 7-0.

- D. Crack Seal Project Cost Estimate Bid Award-** Council Member Scott Yaeger stated total crack seal project cost is \$83,556, TIB's funds will be \$76,378 and the city's portion is \$4,178. Once TIB approves the bid award, the mayor can sign the award letter. Council Member Scott Yaeger made a motion to approve the updated TIB cost estimate sheet showing the total project including TIB funds and the Ritzville partnering amounts, also allowing the award of the project contingent on TIB's approval of the document. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. Wayfinding Gateway Sign Solicitation Response-** Council Member Michelle Plumb stated they had a meeting a couple weeks ago with the Image Group. They provided the city with a bid to do everything up to the shop portion. The city will then probably have to wait until next year to get more funds for labor to install it. Image Group will put together a couple conceptual drawings for us to look at to get to what we are trying to accomplish up there. The total cost will be \$35,200 for the drawings and designs, everything but building the sign and the installation. Council Member Mike Schrag inquired if the city had reached out to other companies. Michelle stated they had reached out to several on the MRSC Small Works Roster list, and it was published in the newspaper. Mayor Kadlec stated just for informational purposes she is not sure how much we can look to Innovia anymore for funding, as the funding has been cut. When Pat and Willard Hennings passed away their funding is now being provided to four organizations. Ritzville now gets $\frac{1}{4}$ and three other organizations get the other $\frac{3}{4}$. Clerk-Treasurer Julie Flyckt stated next year's funding looks like it may only be about \$12,000 as it's a variable fund so if interest goes up, the city will get more and if goes down the city will get less.

CORRESPONDENCE

Mayor Kadlec let council know in their packets are RPDA February 2023 Minutes, a community letter regarding cats from Michele Collins and a community letter regarding shop building Permit from Rebecca Buchmann.

MAYOR UPDATES

There were no mayor updates.

DEPARTMENT UPDATES

- A. Public Works-** Public Works Director Dave Breazeale stated the guys got all the handrails painted and they are going to install them on the back deck hopefully this week. The mower approved by council is getting built and should be ready in another month.

Breazeale found a service truck for sale in Bonners Ferry. It is a 2012 F-550, diesel pickup with 70,000 miles on it with a 5,000lb crane for \$49,000. It is under the original budget. Breazeale is going to go look at it and decide if it will work. Scott, Michelle, Mike, and Dave Breazeale are meeting engineers on Friday for qualification interviews and discuss who will be the street, sewer, and sidewalk engineer. The bathrooms were opened on Saturday for the Easter egg hunt. The downtown and Little League Park bathrooms will be opened this week. Council Member Dennis Chamberlain made a motion to approve up to \$50,000 to purchase a service truck. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

- B. Police Department-** Chief Dave McCormick stated he would like to address a situation that Council Member Dede Boyer brought up at the last meeting. Chief McCormick spoke to Officer Carlson who was involved and read the report and there was some misinformation provided to Dede by her neighbor. First of all, it happened on the 15th of March at 8:49, of a suspicious male outside the Conoco gas station. Officer Carlson and a Trooper responded with him. They contacted a suspect that was acting suspicious, and he was dressed in white clothing, but it was not jail clothing or DOC clothing, and he was not an escapee from an institution. There was a check run on him and he did have a warrant that was issued by the DOC that was classified as a felony warrant and the initial charge was assaulting a police officer. That warrant was issued for him not contacting his probation officer. One Trooper took him part way to Spokane and another Trooper met him part way and took him the rest of the way to Spokane and the Spokane County jail booked him. On the 12th of April there is going to be a demonstration in Othello put on by a company that supplies less than lethal devices to Law Enforcement and private security companies. Several agencies along Grant and Adams County have been invited and at this point in time Sargent Cameron and Chief McCormick are going to go. They will be participating in some of the scenarios and training they are doing. On the 31st the city police department went out to the range and had two hours of training practice with their handguns and rifles. Also, on the 31st the training simulator was in Ritzville. All the officers went through five scenarios of different degrees of use of force, to comply with orders. The police department used to do this once a year, but they haven't done it in about ten years. This is through the city's insurance carrier, and it is at no cost to the city. The police department is planning on having it once a year and the scenarios will change every year. It doesn't only have to do with the use of force, it is also the policies outlined by the new state laws. We are having some problems with the ground fault outlets in the police department. Chief McCormick is going to call an electrician to find out what is going on with the ground faults in the kitchen, bathroom and in the garage area that aren't working properly. The police department is having trouble with the HVAC again and it is the same problem with the divertor motor again. One of the patrol cars has a pretty bad leak in the water pump area, which has been an issue before, and it is pretty extensive to get it fixed. It was at about \$3,000 last time when it had been done a couple years ago. It is going to have to be loaded up and delivered to Moses Lake or Spokane to get it fixed.
- C. Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated next Wednesday is the next Planning Historic Commission meeting. On the agenda is the Housing Action Plan public hearing, there is also a variance request for a shop that was submitted by Chris and Christina Wyatt. The shop is in Residential 1 zone and an outbuilding in that zone can be up to 20' according to city code. Wyatt's are requesting 20' 6". For the rear yard there needs to

be a 5' set back and they are requesting a 2' set back. Those are the two items in the variance application for the planning commission to review. Flyckt will report back at the next council meeting about their decision. There are some other concerns coming from the community in regard to the height of the shop. The golf rates continue to be discussed with the finance committee and they have a suggested rate fee which will be discussed at their next meeting. Flyckt will be at the Washington Public Treasurers Association Conference next Wednesday through Friday, but she will zoom into the planning commission meeting. There is some potential development occurring in Ritzville. There is not a formal application submitted so Flyckt cannot provide all of the details yet, but she had a fast-food restaurant contact her today and they were in contact with her last year too. There is another project where they have been speaking with Dave Breazeale and Flyckt for the past 2-3 years and the representative met with Flyckt and is going to be asking for a pre-development meeting soon. It is currently in the county, so Flyckt met with Andie Lorenz and Kyle with ACDC to discuss the project, Lorenz is fine with the project being annexed into the city and moving the development forward. The representative has been working with Derek Schafer with Grainland Acres as when you bring in something big you are going to need housing. I haven't heard anything back from Galbreath's on phase 2 yet but one of the three new homes has sold.

- D. Fire Chief-** Chief Joel Bell reported all the air bags that were purchased are all in service. The WSP is letting the fire department use a training wall for a couple days. It helps in how to vent a roof properly and how to make soft entry into doors, pry doors open. The fire department is having trouble with the noon whistle as there is something going on with the power source coming from the transformer into the station. They are going to have to have an electrician come in and fix that. The firemen's breakfast is coming up next month Memorial Day weekend.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 8:00pm.



Michelle Asmussen, Deputy Clerk-Treasurer II