

OPENING OF COUNCIL MEETING

Mayor 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, Scott Yaeger, and Debbie Chapman. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen (phone), City Attorney John Kragt and Public Works Director Dave Breazeale. City Fire Chief Joel Bell and City Police Chief Dave McCormick were excused.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor 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 the July 18th, 2023, meeting as presented. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there was anyone who would like to make a comment. Daniel Peters from 406 E. Birch Ave stated his concern is there are three building spots across from Chelan Street and East Birch before you go over the bridge to the right. After what the city dealt with yesterday with the fire, he is very concerned about the tall grass on those lots. He would like this addressed as it is only going to get drier and more of a fire hazard. We also don't have a streetlight at that end of the block. If we had one, it may deter drug action and theft. Public Works Director Dave Breazeale stated the lots are already on the abatement schedule and the streetlights are taken care of by Avista, not the city.

ACTION AGENDA

- A. Non-Discrimination Policy, Resolution 2023-06-** Clerk-Treasurer Julie Flyckt stated the policy is a requirement in the grant agreement with USDA. When Flyckt reviewed the city's current policies, there was no resolution that specifically addressed non-discrimination. Flyckt researched other cities and MRSC for a similar policy, but examples were specific to a situation, but she was able to pull from those examples and include the word for word requirement from USDA. Council Member Dennis Chamberlain made a motion to pass Resolution No. 2023-06, a resolution of the City Council of the City of Ritzville, Adams County, WA, adopting a non-discrimination policy. Council Member Dede Boyer seconded the motion. Motion passed 7-0.
- B. USDA Water and Waste System Grant Agreement for Water Projects-** Clerk-Treasurer Julie Flyckt stated this is the grant agreement which was agreed to three years ago but now the city is close to pulling down the loan portion down and getting ready for receiving the grant portion. Council Member Scott Yaeger made a motion to approve the mayor to sign the Water and Waste System grant agreement between USDA for utility services and the City of Ritzville. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. Water Distribution System Improvements Projects Construction Contract-POW Contracting-** Public Works Director Dave Breazeale stated the contract is for distribution project improvements that are currently out to bid and are waiting for the city to get them signed so they can get started. Council Member Scott Yaeger made a motion to approve the mayor to sign the contract between the City of Ritzville and POW

Contracting for the Water Distribution Improvement Projects. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- D. Koch Well Pay Estimate Schneider Water Services-** Public Works Director Dave Breazeale stated the change order for the well #8 project. Essentially it was for pulling the Koch well to inspect and gyroscope it. The work was approved by council to see if the well was still viable, but we found out the well is not viable. The next step is approving the Change Order to see if the Rural Development funding will pay for the services. Council Member Dennis Chamberlain made a motion to approve the change order #2 between the City of Ritzville and Schneider Water Services in the amount of \$43,064. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.
- E. TIB Grant Applications-** Council Member Scott Yaeger stated it is that time of the year when TIB applications are due which is on August 11th this year. Council Member Yaeger provided a hand drawn map and a spreadsheet of the project. The first project is a SCAP project for First Ave, from Division St. to Palouse St., which has been discussed for about for the last seven years but never funded. The project will include granite inlay, grinding down 3" and paving it 3" and then putting 1" over the entire width of the street, which was done for the First Ave between Palouse and Cascade. Council Member Yaeger suggested the city do the 8% match instead of the minimum 5% to receive extra points for matching funds. The city's cost would then be \$32,468. Last Friday, Public Works Director Dave Breazeale and Council Member Yaeger met with the TIB engineer to discuss why the city has not been selected for this project for so many years in a row and how to provide an application they would accept. The TIB Engineer said to add a pavement preservation project to the scope of work. Council Member Yaeger ran some numbers and emailed him back. The numbers actually made the cost of the roadway higher. Then the TIB Engineer agreed the city should move forward the way it has been presented in the past. The second TIB application priority is Division St from Broadway out to North city limits, which is over 2 million dollars. Next is the small city maintenance program. The city benefited from that program this year for the crack seal work that was completed. The last priority is a SCPP project for 2nd & 3rd Avenue to cover up the cracks that were not done this year. Council Member Yaeger is trying to stay within a certain dollar amount as TIB likes to see \$100,000-\$300,000 worth of work. The alternatives are 4th & 5th Avenue and also trying to get Adams and Chelan. The council reached a consensus to move forward with the applications and include the 8% match for the 1st Avenue, Division to Palouse, project.
- F. Civil Service Secretary Appointment-** Clerk-Treasurer Julie Flyckt stated Dave McCormick was not able to attend the council meeting but he asked if she present the civil service secretary appointment request on his behalf. The request is for the police records clerk, Karen Hickey, to be appointed by the council to be the civil service secretary as the city's prior employee has left and there is currently nobody in that position. The appointment has to meet certain criteria for this position and Hickey meets those requirements in her current position, but she has to be formerly appointed by council. Council Member Scott Yaeger made a motion to appoint Karen Hickey to the Civil Service Secretary. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. Broadband Colocation Facility-** Public Works Director Dave Breazeale stated Dan Blankenship, who is one of the Adams County Commissioners, had contacted him and discussed putting the fiber building on several locations and at the old Fire Station, between the fire station and First Ave, is the most viable option. There is about 30' there of non-use space that the fire crew and city do not utilize. Breazeale does not see a problem putting it there, and he assumes there will be a draft lease to allow them to put the building there. Clerk-Treasurer Julie Flyckt stated she wrote down the question about a long-term lease to follow up with the Blankenship. City Attorney John Kragt stated he thinks a 10-year agreement would be satisfactory.
- B. First Avenue Project Request-Tree Board-** Council Member Mike Schrag introduced and acknowledged the tree board members who put in a lot of time, commitment, and energy. They are Karen Cady, Brooke Hays, Michelle Keefer, and Debbie Chapman. This request is a commitment to First Ave, and it is way overdue. People who are looking to move to Ritzville or start a business here aren't only going to be looking on the hill, so it is important to make a good first impression together. This gives us an opportunity to use the ARPA money for the results of a big project. Council Member Schrag will be discussing the topic again in two weeks when the council is hopefully ready to make a decision.
- C. January-June 2023 Financials-** Clerk-Treasurer Julie Flyckt reported on the ARPA-Coronavirus Local Recovery funds. The beginning balance is \$462,162, and current expenditures are around \$55,000, leaving an ending balance of \$407,156.62. Flyckt also listed future approved expenditures to include the broadband match, around \$85,877. The list also included other approved projects by the council. The projected remaining balance, to include current and planned expenditures, is \$230,779.62. Flyckt also provided a January to June 2023 financial report showing beginning balance activity, revenues, expenditures, and ending balance in comparison to the budget. Flyckt stated right now, financials are at 50% to budget for the year and everything is looking really good and on target with the budget.

MAYOR UPDATES

Mayor Kadlec stated she drove out where the fire was yesterday. It was totally amazing the fire was stopped at Legacy and then switched over by the airport, and it was scary to see just how close it came to town. Our little town was very vulnerable, and evacuations had already started. The Ritzville Fire Department really had their work cut out for them. What a team they had, with support from Odessa & Lind Fire Departments, our Law Enforcement, EMS, Dispatch Service, farmers, and area volunteers pulling together. She hopes they know how deeply appreciated they are. With the wind we had yesterday it was a recipe for disaster.

DEPARTMENT UPDATES

- A. City Attorney-** City Attorney John Kragt stated he was working on a couple things with Clerk-Treasurer Julie Flyckt. A question was asked earlier about the broadband franchise agreement, and Kragt completed the redlines to show the suggested edits for the agreement and sent those to Flyckt late today.
- B. Public Works-** Public Works Director Dave Breazeale stated the crew has been out spraying when they can but the weeds are out of control, and they just can't get ahead of it, with the wind and the heat. The crew has been able to spray for an hour or two in the morning, then they are done for the rest of the day. Crew members Justin and Kevin went out and read the meters this month. There are still a lot of issues with that system, and they are trying to hammer them out. Every month we do it we are getting closer and closer to getting it figured out. We are doing our typical summer stuff mowing and working on irrigation. The guys started working back up on Division and Weber on getting the irrigation put in for the Weber Rd entrance project.
- C. Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated budget season is starting again and the mayor and herself will be launching the budget process with department heads next week. The Department Heads will be working on their budgets and submitting them to the Mayor and Flyckt toward the end of August. Then a draft budget is provided to the finance committee at the first meeting in September. Flyckt is a little behind in the process as she is short staffed for a week. Flyckt will provide a draft budget calendar for the council to review at the next meeting, including the date for the budget workshop. The city has also done a survey every year, and most cities don't do a yearly survey because it is a lot of work. Flyckt will need to know if the council wants to do a survey this year or not. The city's wayfinding committee will be providing a booth at the fair where they can get feedback on entrance to the city drawings. The city responded to the fire as the phones were ringing off the hook from about 1:30pm on. This was similar assistance that the city provided during the Lind Fire last year. There are some ideas Flyckt has to improve communication moving forward and working together with the county to help answer questions in the future would be great. Flyckt provided a huge thank you to the community that helped to be communicators, as that was critical as city staff were trying to provide information to the residents who called. The city was already researching an emergency notification system and staff will present those options to the council soon.

Mayor Kadlec reminded everyone next Thursday night is the candidate forum at the theatre at 7:00pm.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 8:07pm.



Michelle Asmussen, Deputy Clerk-Treasurer II