

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, Debbie Chapman, Mike Schrag, Dennis Chamberlain, Dede Boyer, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Police Chief David McCormick, and Public Works Director Dave Breazeale. City Attorney John Kragt and City Fire Chief Joel Bell were excused. Also present were Jessica Quinn, Derek & Susan Schafer, Charles Jingling, Andrew & Chauna Carlson, Jen Verhey, Ben Varela, and Dale Brown from the Cheney Free Press.

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 June 6th, 2023, as presented. Council Member Dennis Chamberlain seconded the motion. The motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Linda Kadlec asked if there was anyone who would like to make a comment. Council Member Dede Boyer wanted to let everyone know, on Friday night there was a lovely function in the town square with a band and a beer garden. What surprised her were the families that showed up with their children. Everyone was dancing in the street and the music was really good. Boyer spoke to Jeff Kissler, President of the Eagles Aerie, about making this an annual event and he has agreed to do that. The only problem they see is power, and the need to be able to have more lights. The only thing the city would have to pay for is supplies and the labor is going to be donated is what she was told. Public Works Director Dave Breazeale stated the power issue has been addressed and there be eight more outlets.

ACTION AGENDA

- A. Cardboard Recycling Options-Wheatland Waste-**Clerk-Treasurer Julie Flyckt stated Rick Koss was not able to attend as he is not feeling well, and she would speak on his behalf. Rick let the city know he was told the Ritzville Transfer station is no longer recycling cardboard. The cardboard dumpster, located at the Wheatland Waste location, was full by last Wednesday and Wheatland Waste usually dumps it every Friday. After Rick informed the city about recycling not being offered at this time, the dumpster was held until council discussed the issue. The concern is people placing cardboard in the dumpster thinking it would be recycled when it would actually go into the main waste stream. The decision is whether the city no longer offers the recycling dumpster to the public or continue to provide the cardboard dumpster and let the public know it is not being recycled at this time due to a lack of employees. There would be no cost to the city to dump the cardboard dumpster but there would be a cost for collecting the cardboard from people's totes. Council member Scott Yaeger spoke from his Adams County Public Works role and stated they are temporarily not recycling in the county due to lack of employees and an increase in cardboard from commercial down in Othello in the for the last two years. There is 40 to 48 thousand pounds a week that comes into the Bruce Transfer Station. They are down to two employees right now and trying to catch up with the current employees. The shed at the Bruce Transfer Station is way bigger than Ritzville's transfer station and it's full and the Ritzville Transfer Station shed is getting full. They bale it when they can, but if they can't get to it, the cardboard

goes right into the waste. Council Member Debbie Chapman made a motion to continue providing the cardboard recycling dumpster and let the public know what is going on. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

- B. Water Distribution Systems Bid-Varela & Associates**-Ben Varela with Varela & Associates stated open bids for the water distribution system improvements was on May 13th. Varela provided a budget sheet with the overall water system improvements project funded by RD. There have been a few changes since the project was applied for almost four years ago. The Golf Course Pump Station and the Park Reservoir & Booster Station are no longer needed and other projects may be a higher priority. In the meantime, the Koch well has more or less failed and is likely at the end of its service life. The original application for the RD funding included rehabbing and installing the existing Well 8 pump back into the new Well 8. In lieu of doing that, the budget update includes an estimate to replace Well 8 pump with a new 2,000gpm pump, similar capacity to the Well 9 pump. In the bid award letter, there was a Base Bid, and a Schedule A. Schedule A is for a 14" main, basically west of Weber heading down 1st Ave. That portion of the project was included in the water system plan for fire flow. It is a separate bid schedule, and the council can decide whether to award it or not. The original RD funding is a little over \$7.4 million and if council awarded the full distribution system with the Well 8 pump station having the new pump, then the projects would go over budget by about five to six hundred thousand dollars. Varela stated if council awarded the entire project with Schedule A as planned, the city could apply for supplemental funding from RD if it becomes necessary once the Pump Station Project goes out to bid. It is hard to say what supplemental funding from RD would look like until the city actually applied. Council Member Scott Yaeger suggested to the council to look at not doing Schedule A as the project is in the county and by removing it, the project would stay within budget. Public Works Director Dave Breazeale stated running the updated line for fire flow would not address the issue of the water coming from a smaller 4" line and it would make sense to not do Schedule A right now. Council Member Scott Yaeger made a motion to award the base bid contract for the water distribution improvement project to POW Contracting in the amount of \$1,714,230.00. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. Koch Well Caliper Report**-Public Works Director Dave Breazeale reported the Koch well has a 25' dog leg in it and it is not possible to go any deeper or any smaller. It may be possible to put a submersible in the well but the cost of the submersible would not be worth the effort and Breazeale recommended abandoning the well and moving forward. Ben from Varela stated he agrees with Dave and the problem with the old well 8 is a good example as why that should be the decision as there was hope it would work but there was broken shaft after broken shaft, a blown motor, and going deeper while putting a lot of money into a well that would not work.
- D. Ritzville Foursquare Church Fireworks Stand Permit**- Clerk-Treasurer Julie Flyckt stated the Foursquare Church has submitted their annual Fireworks permit to do the fireworks stand for this year. Brad & Debbie Gering are the ones that are coordinating it this year. They have submitted their permit application and just need approval to go ahead and do the fireworks stand. Dale Brown stated he had a little more information on the stand as he is the Secretary/Treasurer of the church. The new company they are going with is Discount Fireworks which operates under J&M, LLC and they have 50 different booths set up around Eastern Washington. The booth itself is 33' long and has a totally new

look compared to their old booth. The booth sits on a trailer where people walk up stairs with good lighting and roll up garage style doors that can be locked at night. The fireworks are more kid oriented than in the past, the prices are lower than previous years, and there should be a larger availability of fireworks. The available dates will be June 28th through July 4th. Council Member Dede Boyer made a motion to approve the Foursquare Church's Fireworks Stand permit. Council Member Debbie Chapman seconded the motion. Motion passed 7-0.

- E. Professional Funding Assistance Agreement-Ardurra-** Council Member Scott Yaeger stated the city needs safe streets plan to go after funding for roundabouts and anything else that is needed. There is an application due within a week and a half for grant funding to complete the plan and Ardurra has put together an agreement for funding assistance. Another task is QUADCO RTPD funding assistance to fund transportation planning projects. Yaeger talked with Clerk-Treasurer Julie Flyckt about how to fund these agreements and she suggested using the Coronavirus Local Recovery Fund as it ties into the request to use those funds for the city's comprehensive plan items and city growth. Council Member Scott Yaeger made a motion to approve the Ardurra Task Order Authorization for the funding assistance which includes miscellaneous funding application assistance Tasks 1-4, not to exceed \$20,000, requesting funding from the Coronavirus Local Recovery Fund. Member Dede Boyer seconded the motion. Motion passed 7-0.
- F. Development Review Agreement-Ardurra-** Clerk-Treasurer Julie Flyckt stated when working with developers there are times when the city needs expertise to review their plans for streets and drainage. This agreement would provide a review and any recommendations back to the developer, which meets city requirements as well as WSDOT. Council Member Scott Yaeger made a motion to approve the Ardurra for Additional Services Authorization from the master contract for Task 1 which is land use development support not to exceed \$25,000 with funding from the Coronavirus Local Recovery Fund. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- G. TIF Review Agreement-Ardurra-** Council Member Scott Yaeger stated the Public Works Committee has met and reviewed some additional information besides the information received from SCJ Alliance for the Traffic Impact Fee (TIF) structure. Instead of establishing trip fees some other communities do it by residential, commercial, or industrial square footage. The committee would like Ardurra to provide other options to try and reduce some of the cost that was presented at prior council meetings. Council Member Scott Yaeger made a motion to approve the Additional Services Authorization to the master contract for Task 2 with Ardurra for the traffic impact fee review and consultation, not to exceed \$5,000 with funding from the Coronavirus Local Recovery Fund. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- H. 6th Ave Sidewalk Agreement-Ardurra-** Council Member Scott Yaeger stated the 6th Ave sidewalk project is for replacement of the sidewalks and adding ADA ramps on 6th Ave from Division to Chelan on both sides. This project is funded by TIB, and the city's match is 5% of the cost. Council Member Scott Yaeger made a motion with corrections to the Additional Services Authorization to the mater contract for 6th Ave sidewalk, (the description on the first page needs to read 6th Ave sidewalk project & on the second page should be reconstruction of 1,500 linear feet of sidewalk, extending from Division not Columbia) for time and material not to exceed \$63,000 funded 95% by TIB and 5%

from the City of Ritzville. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- I. **Paving EV Charger Lot Bids**-Public Works Director Dave Breazeale stated the Avista sent their contractor out for a site visit, and they have provided a bid for the project. The city will be responsible for \$1,604. There is a bid from Eastside Asphalt to pave the whole parking lot for \$24,064 and Quality Paving would charge \$10,000. Breazeale also has a call into Central requesting. They have to install the EV charging stations before we can asphalt. They said once we sign this contract, they will be here next week or the week after and put them in. Council Member Dennis Chamberlain made a motion to approve the EV installation. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.
- J. **Lawn Care Services Agreement-Todd Whitney**- Public Works Director Dave Breazeale stated he wanted to try something new this year and contract with a local lawn service to mow some of the city lots instead of hiring a seasonal employee, as the contract will be cheaper than having an employee. The contractor has his own insurance and will be using his own equipment. City Attorney has also reviewed the agreement. Council Member Dennis Chamberlain made a motion to approve the Professional Services Contract between the City of Ritzville and Todd Whitney. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.
- K. **Adams County Franchise Agreement, Ordinance No. 2169**- Clerk-Treasurer Julie Flyckt stated the franchise agreement is for the Broadband project. There needs to be an agreement with the city to be able to put in the broadband in the city's right of way. The city attorney has not had a chance to review this agreement yet, and there needs to be a review of current franchise agreements. Even though the county was hoping the city could approve this timely, Flyckt asked to hold off until the attorney completes his review.

DISCUSSION AGENDA

- A. **Coronavirus Local Recovery Funds Request**- Clerk-Treasurer Julie Flyckt stated she submits a Coronavirus Local Recovery Fund annual report in April every year. The report submitted in April 2023 showed the beginning balance was \$462,162 and the city has spent \$44,361.63 of those Coronavirus funds. The expenditures are reported under the one-time revenue that was decided by council which means moving forward, council will decide which services the funds will be used. One of the biggest things hitting the city right now is growth. There are property owners and developers wanting to make changes to their land and some of those applications need to have a little more assistance from SCJ Alliance to review. The city's land use attorney is also working with the License and Rules Committee to update the city's development code. Flyckt has had conversations with the finance committee on how to fund updating the city's comprehensive plan and land action items which are tied to the plan. Flyckt requested allocating \$40,500 worth of the Coronavirus funds for updating the City Comprehensive Plan and land use projects. If this amount is approved along with approval of the Ardurra agreements for funding assistance, development review, and the TIF review, there will be \$241,423.37 remaining in that fund. Council Member Dennis Chamberlain made a motion to earmark \$40,500 for the comp plan update and land use projects. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

MAYOR UPDATES:

Mayor Kadlec wanted to send her compliments to the firemen for the wonderful pancake breakfast that they put on for Memorial Day again this year as it was fantastic. Also, due to the 4th of July falling on the first council meeting date in July, Mayor Kadlec asked if the council would like to change the meeting date to July 5th? Council Member Dede Boyer made a motion to move the July 4th council meeting to Wednesday July 5th. Council Member Marsha Smith seconded the motion. Motion passed 7-0.

DEPARTMENT UPDATES

- A. Public Works-**Public Works Director Dave Breazeale stated the city hosted about 35 high school kids up in the park and golf course to do community service. They provided service for two hours and they painted benches, the kitchenette, and the gazebo. There was a lot of work that got done and it was very productive. After Memorial Day, the crew went up to Division and Weber and started laying irrigation and half of the trenches are done including half of the irrigation. Then the crew had to do meter reading as the crew member who does the meter reading is still out on medical leave. The benefit of having Justin and Kevin work on meter reading is how they discovered problems with some of the meters and how they were inputted into the system. The plan is also to revamp the meter route to make it more user friendly.
- B. Police Department-**Chief Dave McCormick stated the police department is going to have training with the Adams County Prosecutor's Office next Wednesday, where they will get updates on the revisions to the drug laws, pursuits, and other changes in the legislative action that was taken last month. The Lexipol policies will be updated by the end of this month to coincide with the state law. Corey Bartlett also got a hold of Chief McCormick and asked me if the Festival's Association could bring the float out at 3:00pm on Friday afternoon. They would bring it out of the festivals building, onto Railroad, go west down to Adams, turn right on Adams, up to Main, turn right on Main, go down to Division, turn right on railroad again and go back to the festivals building. They are not asking for any street closures as it may be a 10-minute thing. Bartlett asked for an escort by a police car and maybe a couple fire trucks. There are problems with the speed advisory sign on North Division as it works for a short period of time then quits. The Sheriff's Office is going to bring the National Night Out to Ritzville on August 22nd. The Sheriff has asked the police department to join in promoting and participating. They are going to have a movie in the park, a BBQ, and games, it is going to be about a 2 to 2 ½ hour event.
- C. Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated as a follow up to the discussion at that last council meeting see reached out to the Adams County Pet Rescue to see what services they could provide to the city. They emailed Flyckt an agreement from the City of Othello as an example but knowing most of the agreement would not apply to Ritzville. Flyckt sent the agreement over to Chief McCormick to take a look at it to see what we may or may not be included in the agreement. Flyckt reported the city will have to do a Federal Audit this year because the city has gone over the threshold amount due to the RD funding. The Clerk Department is now fully staffed.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 8:23pm.



Michelle Asmussen, Deputy Clerk-Treasurer II