

OPENING OF COUNCIL MEETING

Mayor Pro Tem Debbie Chapman 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, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Police Chief David McCormick, Public Works Director Dave Breazeale, and City Attorney John Kragt. City Fire Chief Joel Bell and Mayor Linda Kadlec were excused. Also present were Barry Boyer, Chauna Carlson, John Rankin, Jeff Kissler, Michele Kiez, and Dale Brown from the Cheney Free Press.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Pro Tem Chapman asked if there were any corrections or additions to the consent agenda. Council Member Dede Boyer made a motion to approve the consent agenda for February 2nd. Council Member Michelle Plumb stated there was a change that needed to be made on the minutes from January 17th under department updates, letter B, where it states SR-21 it should be Hwy 261. Council Member Mike Schrag seconded the original motion. Council Member Michelle Plumb made a motion to approve the consent agenda as amended. Council Member Marsha Smith seconded the amended motion. The motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Pro Tem Chapman asked if there were any questions or comments from the public. John Rankin stated the Music on Main and the Main Street Market will be held again this year on July 8th. RDDA is going to request a street closure on July 8th for Main from Division to Adams all day. On July 7th they will need close the street between Main and the alley on Washington Street for the stage set up and then all-day Saturday close Washington Street to the Post Office all day long. RDDA will be running the market from 10am-6on and the live music will be from 12pm-6pm. They will also need permission to put the four banners. As for another project, one of the ghost signs for this year will be on the Festivals building. Rankin asked for \$5,000 and got approved for \$3,300. The ghost sign will be Sickmann Garage on the front of the festivals building. The Hille sign is on there from when they owned the building, after Sickmann's ownership. Rankin suggested to keep the Hille which covers the windows. On the panel above the door, he will put a Ritzville Festivals logo using the branding. He provided the draft ghost sign drawing to the Festivals Board to review and approve. Rankin is also planning on renting Tracy's lift for the month of May and one week he will be over at the Legion Hall redoing the stucco and painting, then doing the festivals ghost sign the other week. Rankin continued that another issue with the festivals building is about 10 years ago when the barnwood was torn off that building, it was discovered there was a column in there that was cut off so they could get some of the bigger cars int the building back in the 1950s'. It is pulling the building in and pushing parts of it out, so it is bowing. The column needs to be put back in to stabilize it, so the building doesn't move any farther. Another project Rankin is working on is making a 6x6 stencil ear that Dave and the public works guys can spray paint out on 1st Ave for Historic Highway 10. Also, somebody backed into the neon downtown sign by Pete's. If the RDDA, Flying Arts Ranch, and the City partner to fix the signs we should be able to get it fixed and put it back up. There was a question as to whether there is insurance on the sign and Clerk-Treasurer Julie Flyckt will check to see if the sign is insured. Next comment was from Michele Kiesz who stated they recently got information from Washington D.C. that our area is eligible for a very large grant, which is around \$100 million. They tasked Kiesz with getting a group together to write the grant. The group will have until June 1st to get it completed and the first meeting is March 2nd at 1:00pm at

Big Bend Community College. Kiesz asked for an individual to represent the city council at that meeting. They are looking for ideas from all the 22 communities in Eastern Washington that are suffering under the depletion of the Odessa Aquifer. They are also going to write what they call the Green New Deal, which was passed last summer. Kiesz will be working with the Columbia Basin Conservation District, who are the lead entity. The project will be under the commodity portion to be an example for climate smart commodities. They will be finishing the 221 pumping plant on the Odessa ground water replacement project and the main pump and pipeline with that money. It is estimated to cost around \$90 million. In the request, the remaining funding will be put into a couple gravity systems. The emergency portion will be getting the wells offline as soon as possible. Council Member Scott Yaeger stated he would volunteer since he is already dealing with the bridges on the canal projects, and he would like to learn more.

ACTION AGENDA

- A. USDA RD Bond Anticipation Note Extension, Ordinance No. 2165-** Clerk-Treasurer Julie Flyckt stated city's bond attorney with Foster Pepper got a hold of her yesterday to remind the city that when we originally put together the bond anticipation note ordinance for the USDA RD loan, there is a maturity date for the loan portion. This grant loan is where the city pulls down the loan portion before receiving the grant funding. The full loan amount has not been pulled done yet and the maturity date was March 1st of this year. There will not be enough water project expenditures before that time to reach the loan amount. It is now being updated to January 1st, 2024. Foster Pepper has updated the ordinance with the new date and listed it is due to COVID 19 pandemic related work stoppages and business and governmental service disruptions, and continuing material and equipment delays impacting the delivery of the project and therefore it is necessary and in the best interest of the city to extend the maturity date of the note. The grant/loan portion together was around \$7.3 million overall. The loan portion was \$3.4 million and \$1.2 million is what is left to use of the loan portion. This entire grant/loan has to be used by September of 2024. Ben Varela did send us an update on the water projects. Well #8 drilling project will likely be completed by the end of this month. The distribution project will go out to bid at the beginning of March and it will be constructed this summer. The Well #8 pump station project will go out to bid this spring and it will be constructed over the course of the next year depending on material availability. Council Member Scott Yaeger made a motion to approve Ordinance No. 2165 extending the maturity date of the City's Water Revenue Bond Anticipation Note from 2020. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. Main Avenue Seal Coat & ADA Ramps Retainage Release-** Council Member Scott Yaeger stated the change order will need to be approved first, which is a decrease of \$15,168.12 and then approving the final retainage estimate/payment to Corridor Contractors LLC for \$11,716.64. Council Member Scott Yaeger made a motion to approve change order No. 1 between the City of Ritzville and Corridor Contractors, LLC for a decrease in the amount of \$15,168.12. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0. Council Member Scott Yaeger made a motion to make the final contractor payment for the retainage to Corridor Contractors, LLC in the amount of \$11,716.64. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. **Solar Plus Storage for Resilient Communities Grant Update-** Council Member Michelle Plumb stated this is in process and moving along. Jody the rural grant writer is on board and there is no cost to the city. There was a meeting to go over the basics with her and there will be another meeting next week. Avista has been contacted for some information that can be used for the grant writing.
- B. **TIB Crack Sealing Projects-** Council Member Scott Yaeger stated the new TIB engineer Johnathan contacted the city and said they have some remaining money for maintenance for one of the crack seal projects that was submitted this year and not approved for funding. The project includes the south side of the tracks from 1st Ave up to 11th and including all of the streets that haven't been crack sealed. The cost is around \$96,000 in crack sealing. Yaeger is now waiting for Quality Paving to submit a written quote on what it is going to cost per lineal foot so that information can be sent with the map back to TIB.

CORRESPONDENCE

The RPDA Minutes for November 2022 were provided in the council packets.

MAYOR UPDATES

There were no mayor updates.

DEPARTMENT UPDATES

- A. **City Attorney-** John Kragt stated he spoke with the mayor and Julie about the nuisance house on 3rd Ave. Kragt had a conference call with Mike Connelly last week about the property and Connelly is currently working on some code revisions with the license and rules committee. He thinks once that gets passed, there will be a really good way to take care of that house.
- B. **Public Works-** Public Works Director Dave Breazeale showed an example of a clay pipe and an Orangeburg pipe to the council and attendees. The pipes at city hall are the black Orangeburg pipe. The crew may need to dig from the clean out to Columbia Street. Every place the crew tried to hook on to it, it just crumbled. The crew pulled the Koch Well and they took the bowls to their shop to tear them apart and look at them. Breazeale is still waiting for a bid from Schneider to rebuild the bowls and reset the well to 40' if possible. At the Golf Course Clubhouse, the coffee pot feed line blew up and it flooded the upstairs and the basement. It blew enough water to flood the men's bathroom and women's bathroom downstairs and it flooded 12 rooms between the upstairs and downstairs. There are three layers of flooring in the kitchen and one layer came back and tested positive for asbestoses. The asbestoses will need to be abated. There is 60 to 80 square feet that was lost in the front dining room and the rest is the vinyl in the kitchen. The main damage is in the basement and that is where most of the water went. ServiceMaster will be back tomorrow to start the kitchen and they will pull everything out of the kitchen and place the items in the dining area. Then they will pull up the different layers of flooring and dry out the sub-floor. Jackie wit Porky's wants to be open the 1st of March but Breazeale is not sure if that is going to be feasible or not as it depends on how long it is going to take to dry out the floor.

- C. **Police Department**-Chief Dave McCormick stated both of the new officers are working on their own now. There are now some expanded hours reducing the on call and overtime hours. The Chief is experimenting with the schedule over the next few months to come up with the most effective one for coverage and reducing costs. The new officers are visiting the school but there are no set days or times as the Chief leaving it up to them to schedule. The new officers will be at the school three or four times a week at both schools. Mark's car is still not ready as they had to order a transmission from Ford. Depending on the weather and when the range dries out, officers will be doing their range qualification with one of the County range instructors.
- D. **Clerk/Treasurer**- Clerk-Treasurer Julie Flyckt stated the solicitation for the engineering professional services for streets, sidewalks and drainage was published and responses are due be February 22nd. The Planning Commission meeting is tomorrow night and there is a sign variance for them to review and a housing action plan update, which is the next part of the plan development that SCJ Alliance is working on. There is a draft of strategies that the committee and attendees will review and then once it is a pre-final version, it will come to the council for review. As for the sign variance, the Rose Garden was purchased last year, and the new owners want to update the sign. The application is a request to take down their current sign and build a new sign in the same location. The dimensions of the sign are larger than what is allowed in the code for that zone. As part of the public hearing notification process, there was one written comment received from an adjacent property owner questioning whether the current sign is on their property. The two property owners are now discussing property lines and where the sign will need to be placed. There will not be any approval on the sign variance until they figure out what direction they are going with the sign. There will be another development code update with land use attorney Mike Connelly and the License and Rules Committee. Michelle Keefer and Flyckt got in contact with Sandy Duffy who is the management coordinator with the county and have begun working on the Hazard Mitigation Plan. The county's consultant met with Keefer and Flyckt and walked them through the plan and how to fill in the City of Ritzville's information. The deadline for completion of the plan is in two weeks. Flyckt is still working on the audit. The revenue side is figured out but still working on the expenditure difference. The city must be within 1% of the total in order to meet the auditing standards. The Clerk department is working with the health and wellness committee to do a Wayfinding sign solicitation and sending out the notification for designing a sign for that Weber entrance project. Flyckt discovered the golf square deposits duplicated payments for cash as she was unaware the restaurant at the golf clubhouse was entering cash into the square system when it is mainly used for credit card sales. The downside is the revenue was reported as being up 75% but it is actually up 39% last year. The other downside is in the golf contract for Dan Duff states he gets a 25% bonus over \$50,000 gross revenue. The city paid him based on the original gross revenue amount and now there is an overpayment. Flyckt is working with Mayor Kadlec and Duff to correct the deposits and determine the overpayment amount.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Pro Tem Debbie Chapman adjourned the remote and in person meeting at 8:14pm.



Michelle Asmussen, Deputy Clerk-Treasurer II