

OPENING OF COUNCIL MEETING

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

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Kadlec asked if there were any changes to the consent agenda. Council Member Mike Schrag made a motion to approve the consent agenda for September 6th, 2022, as presented. Council Member Dede Boyer seconded the motion. The motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there were any questions or comments from the public. Hearing none the mayor moved on.

ACTION AGENDA

- A. **Intent to Commence Annexation Meeting-Reimer Family, L.L.C.-** Rane Shaub, representative for the Reimer Family Annexation and the potential property buyer, presented the intent to annex as they are looking to relocate the existing Les Schwab location over to this site pending annexation and rezoning and approval from the city. The location will add visibility to their business as well as continue to serve local customers. Clerk-Treasurer Julie Flyckt stated the requested zone for the property is tourist commercial C-3 zone, which is the same zone as the adjacent Loves property. Since zoning is also an action there will be two public hearings 30 days apart. At the last council meeting there were some questions that were emailed to the property representative. The questions included whether there was a well on the property and if it was decommissioned and it has not been decommissioned. Council discussed the well and Attorney John Kragt advised it is on private property and not something council can require to be decommissioned. The next question was whether there are any water rights and there are no rights with the property. The council also asked about the septic tank on the property, and it has been pumped and removed. Lastly, council asked if there was an environmental report showing cleanup of the property per state law since the property had a gas station on it in the past. The environmental reports were conducted by Landau Associates in 2016 and showed the site was clean. A no further action letter was issued by the Washington State Department of Ecology in February 2016. Council Member Michelle Plumb made a motion to accept the proposed annexation, simultaneous adoption of a comprehensive plan, and the assumption of all or any portion of existing city indebtedness by the area to be annexed. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. **Main Ave Slurry Seal Contract-Blackline, Inc.-** Council Member Scott Yaeger stated council has approved the Slurry Seal project to Blackline after TIBs approval and the next step is for council to approve the mayor to sign the contract. The work is scheduled to start and finish on September 21st. The county is scheduled to chip seal Thursday. It will take 13 days to cure, then the slurry goes over the top. Council Member Scott Yaeger made a motion to approve the mayor to sign the contract between Blackline and the

City of Ritzville for the Main Ave slurry seal project between Palouse and Jackson Street. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

- C. **City and Adams County Building Inspector Interlocal Agreement-Clerk-Treasurer** Julie Flyckt stated the agreement has been reviewed by the finance committee and they spent four meetings reviewing the agreement and edits. Flyckt provided the final copy and a copy showing the edits. The number five section is an increase to the percentage amount for the building permits. It has been 80% to the county and 20% to the city. The agreement now states it will be 85% to the county. Instead of 80% of the plan review fees going to the county it has been increased to 100%. Council Member Mike Schrag made a motion to approve the mayor to sign the City and Adams County Building Inspector Interlocal Agreement. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- D. **Temporary Sewer Access Agreement-Hydromax-** Public Works Director Dave Breazeale stated this another agreement with Hydromax, who contract with Avista. They come in and inspect the sewer lines after Avista goes in and replaces gas lines, just to make sure they are not penetrating the sewer lines with their new gas lines. They are going to access two locations to camera the lines. Council Member Dennis Chamberlain made a motion to authorize the mayor to sign the temporary sewer access agreement with Hydromax. Council Member Marsha Smith seconded the motion. Motion passed 7-0.
- E. **Dash Cameras Purchase-Police Department-** Chief McCormick stated in the 2022 budget he budgeted for two new dash cameras. The newly purchased police car is arriving soon and there is another police car that doesn't have a dash camera in it. Mark contacted them yesterday and got an email back to firm up the price, which was about \$100 less than it was the last time we spoke to them. They have lowered their warranty from five years to two years because they are phasing out this model in a couple years. The new models have some problems with the external microphones, and they cost considerably more. Chief McCormick requested permission to move forward with purchasing the two dash cameras. Council Member Dede Boyer made a motion to approve the purchase of the two new dash cameras for the police department. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

There were no discussion items.

MAYOR UPDATES

Mayor Kadlec gave thanks and admiration to the Chamber of Commerce for the parade on Saturday. She stated we have not seen a parade like that for years and how supportive community was that turned out. Also, from her understanding the fair and rodeo were also very well supported this year too. Let's just hope that it continues from now on. It was just like the old Ritzville.

DEPARTMENT UPDATES

- A. **City Attorney-** John Kragt stated he didn't have a whole lot to update. He looked over the agreement and just make sure your questions are prepared because he sees where they are charging a minimum of one hour for every time, they are consulting. If you read the Spokesman this weekend there was a big feature on the District Court race and Deanna Crull was mentioned as the city prosecutor. Clerk-Treasurer Flyckt stated the

hourly consultation rate for the county inspector is for when he attends pre-development meetings.

- B. Public Works-**Public Works Director Dave Breazeale stated just chugging along getting ready for fall. The crew is still fixing broken pipes and plugged sewers. The Main Street project is coming up and county will do their part on Thursday and then on the 21st the slurry seal will be done by Blackline. Paint has been ordered so it can be painted immediately after its done.
- C. Police Department-** Chief Dave McCormick stated the fair and rodeo was very well attended and a fairly quiet event. The academy for the two new recruits is half over, and they are both still doing very well. Chief McCormick got a call from Alan at FCI, and the new police car is going to be delayed about two weeks. One of the mechanics noticed there was a whine in the rack, which is the whole unit in the front end that includes the power steering, bearings, and brakes. He didn't want to take a chance on something not being 100% correct so he ordered the whole unit. They are waiting for it arrive and then put it in the car. There is no charge to the city for updating the unit. The county is updating the police laptops that are in the cars with some additional software that the county had so we don't have to purchase that outright and it will be under our maintenance contract.
- D. Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated at the Finance committee meeting today the committee started to review the draft budget. At the next council meeting the council will receive that draft budget and then the budget retreat is scheduled for September 30th where we can really dive into the budget. This last weekend at the fair, as part of the city's comprehensive plan and housing action plan update, our contractors SCJ Alliance helped to put together some interactive displays. Flyckt staffed the booth over the weekend and part of one day a SCJ Alliance representative was there to launch the process for public engagement. The displays ask people from Ritzville what are the top three housing types they would like to see by 2024. There was another board with policy statements for folks to place a dot for where on the spectrum that statement was important to them. The first policy statement was whether they want the city to focus on development around I-90 or downtown. There were sheets for two different days and ages of the respondents were tracked. The booth was staffed on Friday from 3-7, and Saturday 12-7 and there were 26 people each day that responded. Our part time Deputy Clerk Treasurer has gone back to her full-time job so getting the survey done will depend on how much time Flyckt has in the next few weeks. The next two modules for Financials and Payroll are being added to the new financial system. The Utility billing is working great. Flyckt is working on the Invoice Cloud contract and trying to close it out so there has been a delay on going the other online payment software up and running.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 7:48pm.



Michelle Asmussen, Deputy Clerk-Treasurer II