

OPENING OF COUNCIL MEETING

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

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Linda Kadlec asked if there were any changes to the consent agenda. Council Member Mike Schrag made a motion to approve the consent agenda as presented. Council Member Debbie Chapman 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, Mayor Kadlec moved onto the next agenda item.

ACTION AGENDA

- A. **Sewer Collection System Public Hearing-** Mayor Kadlec opened the public hearing for the 2019 CDBG High Priority Sewer Collection System Planning Grant at 7:01pm. The purpose of the hearing was for the City Council to hear and consider any comments or concerns about the proposed sewer collection system plan. The city was awarded a 2019 Planning Only Grant from CBDG for \$24,000 and the city has committed \$12,310 to complete this project. The funds were used to evaluate the substandard snaking sewer main areas, provide recommended improvement and costs, and to integrate the improvements into the city's 2003 CSP 10-year improvements Program. The scope of this evaluation included the following:

- *Identify and document the substandard small diameter "snaking" sewer areas.
- *Provide recommended upgrades, estimated costs, and prioritization.
- *Update the 2003 CSP 10-year Improvements Program to include the improvements.
- *Update the 10-year Improvement Program to remove completed projects and update costs for projects yet to be completed.
- *Document findings in a pre-design report.

The project resulted in a Preliminary Design Report, which addresses all of those scope items. CDBG also requires the city to provide the fact sheet and the city's grievance process which are in the council packets and provided to the audience. Mayor Kadlec asked the Clerk-Treasurer Julie Flyckt if there were any written comments by 5:00pm. Julie stated there were no written comments received. Mayor Kadlec asked if anyone in the audience or on the council had any questions or would like to speak on the matter. With no further testimony, the public hearing for the CDBG Sewer System Planning Grant was closed at 7:05pm.

- B. **Main Ave Chip Seal Project-Adams County Work Request-** Public Works Director Dave Breazeale stated the Adams County work request for the Main Avenue project is for the completion of the ADA ramps. Council Member Scott Yaeger stated the city chip seal was part of the original grant and this work request is a formal written cost estimate. After the council approves the work order for Dave to sign, we will give it to TIB for their approval as well. Council Member Mike Schrag made a motion to approve Public Works Director Dave Breazeale to sign the Adams County Department of Public Works

Reimbursable Work Request to perform chip seal on Main Ave from Palouse to Jackson St. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

- C. **2nd Ave Cascade to Pacific Project-Adams County Work Request-** Public Works Director Dave Breazeale stated the 2nd Ave Cascade project is like the previous order only this is funded by the city and for 2nd Ave between Cascade and Pacific St. The road has had zero attention or maintenance done to it in several years and needs work. The only change from the budget estimate is the cost went up about \$3,500 more than the estimate for last year. Scott stated he believes we budgeted \$16,000 because that was what the cost was last year, but with oil price going up, it affected this cost. Council Member Michelle Plumb made a motion to approve Dave Breazeale to sign the agreement for 2nd Ave to preform street resurfacing replacement from Cascade to Pacific. Council Member Debbie Chapman seconded the motion. Motion passed 7-0.
- D. **Criminal Attorney Agreement-** City Attorney John Kragt stated the criminal attorney agreement is virtually the same agreement that the city had with the previous prosecutor Mark Monson. John stated he is hoping Deanna Crull will be a long-term fix, however she is running for judge in Spokane County so if she wins, we may be looking for somebody next year. She has a lot of experience with the public defenders we deal with quite a bit because she is a sitting judge for Airway Heights. Council Member Dede Boyer made a motion to approve the Criminal Attorney Agreement between the City of Ritzville and Deanna K. Crull. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- E. **Public Works Service Truck-** Public Works Director Dave Breazeale wrote a letter to the council stating the public works department would like to purchase a service truck, preferably to replace the 2003 ¾ ton heavy duty pickup. The request is for a truck not a pickup, as a ton or ton and a half is needed to get the jobs done. Dave is seeing reviewing purchase options and because the prices of those vehicles are going up so high we are going to have to combine last year's budget with this year's budget to buy the truck that is needed. We want to buy a mechanics truck that already has the crane, generator, and air compressor on it. Council Member Dede Boyer made a motion to approve Dave Breazeale to spend up to \$75,000 on a new service truck for the Public Works Department. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

No discussion agenda items.

CORRESPONDENCE:

No correspondence.

MAYOR UPDATES:

Mayor Kadlec stated the new cemetery bathroom looks very nice.

- A. **Golf Course Restaurant-** Mayor Kadlec reported the golf course restaurant ad will be advertised in the Moses Lake newspaper and the Spokane newspaper. Clerk-Treasurer Julie Flyckt stated there have been a few inquiries but nothing solid that we can talk about at this point. We hope to bring further information forward in the next few weeks. There will now be an iPad stand with a square payment system at the golf course for payments as the tablet that was used last year was not as compatible with square.

As Julie and Eliza were doing inventory, it was discovered the tablet that was at the golf course has a big crack across the screen of the tablet. Dan and the RGA are committed to helping collect the golf fees for now. Clerk-Treasurer Julie Flyckt stated the majority of the transactions at the golf course are with a credit card and she is really pushing to accept credit cards only to eliminate the liability of the handling cash.

- B. **Beautification Projects-Innovia Funding-** Clerk-Treasurer Julie Flyckt stated at the end of every year a report is submitted to Innovia to show the funding expended and the projects that were completed. Included in the report, is a request for 2022 funding. We have recently received funding for the 2022 projects listed except for the First Ave mural project and the Wayfinding sign on Weber Rd, because they need more detailed information.
- C. **Clean Up Week: April 24th-30th-** Mayor Kadlec stated clean up week will be April 24th-30th this year and Public Works Director Dave Breazeale will set a pickup date.

DEPARTMENT UPDATES

- A. **City Attorney-** John Kragt stated he is no longer the city prosecutor, thank goodness. He has been working on a couple things with Julie. The nuisance code is close to being done and with the clean up day coming up he has a hard deadline to get it done.
- B. **Public Works-**Public Works Director Dave Breazeale mentioned the 2000 Dodge was going to surplus as mechanics could not fix it. Since it had not be sold yet, he had one of the crew take a look at fixing it. They spent \$175 and it now runs like a top. The service truck went down for a while, but it is back up and running now. The 2007 F-750 Dump Truck died in the middle of driving it and discovered it is a battery terminal issue. As the crew were working on a sewer line, the whole front end of water truck blew up and we lost the water pump, alternator, and the fan. We are still about 60-75 days out on getting the new pump for the lift station. The old pump is in there right now and it seems to be working ok for now. There was also a water main break on Chelan between 2nd and 1st Ave.
- C. **Police Department-** Chief Dave McCormick stated the two police officer candidates are going up tomorrow for their final stages of testing. Matt's car was sent over to Bud Clary about a month ago to replace an electrical part. Once it was returned, it ran fine for a few days then it quit again, and it was taken back to Bud Clary. They put a chip reader in the car and when it malfunctions again, Matt has been given instructions on what button to push and how to clear the code so he can continue to drive his car so we can get it back over there. There have been problems with the heating and AC at the police department since it was remodeled about 14 years ago. There are zones in different offices and rooms that are controlled in each area, but the zones don't work right and never have. The diverter doors for the heat & AC are up in the ceiling and they have replaced those, some of them more then once. They run on low voltage and the motor runs all the time. Two weeks ago, Kysar put a new transformer in the old unit to get the heat functioning. To get the AC part of it functioning it will be at least \$2,000 for the compressor. It is an old compressor that uses old refrigerant and is very hard to find, and for 5lbs it is \$1,000. Dave got a hold of the head of the company to come down and give us a bid on replacing the unit.

D. Clerk-Treasurer-Clerk-Treasurer Julie Flyckt stated last Wednesday there was a Comprehensive Plan kickoff at the Planning Commission meeting. There were about twenty people in attendance and four people on the phone. Our contracted planner Alicia Ayers from SCJ Alliance went through the purpose of a comp plan, and what a comp plan is and then she opened it up for questions. There was good conversation and input from planning commissioners, council members and members from the community. Within a span of a couple weeks there have been three different food truck vendors that are looking at coming to Ritzville. Two are startups and one is an established truck which goes to cities throughout the state. Julie researched the requirements for food trucks, and a permit through the health department, a state and city business license and a permit with L&I is required. Julie stated discussing food trucks at the department head meeting and everyone felt those requirements are enough and there is no need to have a city ordinance to regulate them further at this time. Grainland Acres has been working on a short plat with the city, county and WSDOT since last December and they are getting ready to submit the final plat. Once the plat is recorded, a building permit for one of the lots will be submitted. There is a meeting with the new business set next week to answer questions about the building permit. Julie has done a lot of work in the last week regarding the financial system with Vision. There have been ongoing issues for many years and now those issues have greatly escalated. Vision was bought by another company and Julie and staff met with the new owner last Friday and went over the issues and gathered information about the future of the company. He stated the issues we provided to him is what he is hearing from other cities as well. Julie and staff also participated in a demo meeting with another financial software company that is very well known for its financial system and used by other cities. Julie is working with the finance committee to evaluate the issues and review a cost proposal.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 7:55pm.

Michelle Asmussen, Deputy Clerk-Treasurer II