

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, Debbie Chapman (came in after acceptance of consent agenda), Dede Boyer, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Public Works Director Dave Breazeale, City Police Chief David McCormick, and City Attorney John Kragt. City Fire Chief Joel Bell was excused. Also present were Barry Boyer, Bruce Benzel, Jessica Quinn, 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 Marsha Smith made a motion to approve the consent agenda for December 20th, 2022. Council Member Mike Schrag seconded the motion. The motion passed 6-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there were any questions or comments from the public. Jessica Quinn who lives at 409 E. Birch Ave commented on a letter that was put in the packet at the last council meeting. It was from some people regarding the condition of the dog pound here in Ritzville. Until she recently came into a situation where she is now fostering an 80 lb. dog, feeding about 12 cats, and a parakeet that were abandoned in a house, she thought of the letter and the options available for animals that are neglected. She recognizes this is just a pit stop for the animals until they get moved to something more permanent, but her question is what is going to be done to address the issues in the current shelter? She was wondering if there is more that can be done, by volunteers, etc. and who is in charge of it. Chief McCormick stated in regard to the letter the council received, a nice bed and a combination food & water dishes that should be spill proof have been ordered for each side of the pound. Chief McCormick did meet with Melody Bartlett and told her some of their concerns could definitely be done by volunteers, and he has not heard anything back from anyone. The main thing people don't understand is that it is a temporary holding facility. There is a heater and AC but those don't keep the facility temperature controlled very well if it is too hot or cold outside. During those times, the animal is not kept in the facility. Chief McCormick had the records clerk go through animal calls for 2022 from January through about November, and there were 87 calls and only four dogs were placed in the pound. All four of those dogs were there less than an hour. The police department is addressing what we can do within reason right now.

ACTION AGENDA

- A. Budget Amendment Public Hearing, Ordinance No. 2164-** The Public Hearing for the 2022 Budget Amendment was opened at 7:15pm. The purpose of the hearing is for the City Council to hear and consider the pertinent facts relating to the amendment. There were unanticipated expenses, which requires the budget to be amended. The 001 Current Expense Fund is currently at 101% to budget. There were expenses such as a housing action plan and additional city utility charges as more park properties were added to the utility billing system. Building inspection services and plan review fees also went up as there was an increase in land development and permits. The total amendment for the 001 Expense Fund is \$110,000. The 004 Cemetery Fund supplies increased as the public works crew finished the cemetery bathroom. The total amendment for the 004 Cemetery Fund is \$8,000. The 103 Streets Fund has not gone

over budget at 90.8% to budget, but due to the unforeseen weather, the total amendment is \$25,000. At the time of the budget being approved, the council was not anticipating these expenses, therefore the need for the amendment. Mayor Kadlec asked if anyone in the public or the council have any comments or questions. Hearing none the public hearing portion of the 2022 Budget Amendment was closed at 7:17pm. Council Member Dede Boyer made a motion to pass Ordinance #2164, the 2022 Budget Amendment. Council Member Scott Yaeger seconded the motion. Council Member Dennis Chamberlain abstained. Motion passed 6-1-0.

- B. Capital Improvement Plan Public Hearing-** The Public Hearing for the 2023 Capital Improvement Plan was opened at 7:18pm. The purpose of this hearing is for the City Council to hear and consider the pertinent facts relating to the capital Improvement plan. Overall, the Capital Improvement Plan included the following expenditures for 2023: Golf Course windows replacement for \$35,000, Golf Course furnace replacement for \$19,500, and Golf Course insulation for \$20,000. The total capital improvement plan costs for 2023 are \$74,500. Mayor Kadlec asked if anyone in the public or council had any questions or comments. Council Member Dennis Chamberlain asked if this was just approving the capital improvements for 2023 or if this was for the entire 3 years. Julie stated the plan will come alongside the budgeting process each year, and this is the first year, so the following years need to be developed further. Anything that is listed for the following years will be further discussed as the budget is developed that year. Hearing no further comments, Mayor Kadlec closed the public hearing for the 2023 Capital Improvement Plan at 7:25pm.
- C. Final Budget, Fees and Capital Improvement Plan, Ordinance 2163-** Clerk-Treasurer Julie Flyckt stated since the last council meeting there are some changes to the budget. The Mayor and Flyckt worked on the beautification fund and will be sending the funding request to the Innovia Foundation. Chief McCormick let Flyckt know on the fee schedule there is a certain amount that can be charged for copies as per a state RCW. Flyckt went through the RCW and updated the fee schedule to match what can be charged per RCW 42.56.120. She also reviewed the Golf Course Manager contracted services contract and updated the 2023 budget expenditure amounts as the contract increased last year and was not updated in the 2022 budget. Bruce Benzel from the RGA stated Dan was hoping for a pay increase that is more than the \$1,200 for the year. The RGA sat down after having a discussion with John Kragt and spoke to the other officers and basically the money the RGA receives is spent at the golf course. In past years the RGA has spent it in various ways that Dan has needed in order to run the golf course, so he didn't have to use city funds. The RGA wants Dan to have more of a raise so what they proposed to the Finance Committee was on top of the \$1,200, the RGA would increase it another \$2,400 more per year by decreasing the supply line by \$5,000. They would basically be giving the city \$2,500, which would cover that \$5,000 that was taken away from the budget and still in the scope of what the RGA does to support the golf course. This would be a 6% increase for the Golf Manager contract overall and Dan was in favor of that as well. Council Member Mike Schrag made a motion to approve Ordinance No. 2163. Council Member Scott Yaeger seconded the motion. Council Member Michelle Member opposed. Motion passed 6-1.

- D. Official Newspaper Selection, Resolution 2022-15-** Clerk-Treasurer Julie Flyckt stated by state law the city needs to select the newspaper that will publish its notices. A notice was published with the criteria for the selection and one response was received from the Adams County Journal. The \$10 per inch rate is higher than we are paying now but that is being charged for all customers. The resolution is to approve the Adams County Journal as the official newspaper. Council Member Dede Boyer made a motion to approve Resolution No. 2022-15 making the Journal as the official newspaper. Council Member Marsha Smith seconded the motion. Motion passed 7-0.
- E. 2022 SCJ Alliance On Call Services Amendment-** Clerk-Treasurer Julie Flyckt stated the on-call services contract is for planning support. For example, if there is a SEPA or a planning application that needs to be reviewed, SCJ Alliance is utilized for those purposes. Right now, the expenditures are over \$192 for the \$10,000 contract amount Flyckt requested an amendment to the contract for \$1,000. Council Member Scott Yaeger made a motion to approve Amendment No. 5, on call service amendment between SCJ Alliance and the City of Ritzville for \$1,000. Council Member Michelle Plumb seconded the motion. Council Member Dennis Chamberlain opposed. Motion passed 6-1.
- F. 2023 City Planning on Call Services Contract-SCJ Alliance-** Clerk-Treasurer Julie Flyckt stated the on-call services is for the contract that was just discussed and amended for 2022. The 2023 contract is for a 5-year term, so we aren't coming back every year to do approve the contract. The total value of this agreement is \$5,000 and if the city does not want to contract with them, the city will provide a 14-day notice. Council members discussed pros and cons of a five-year contract. Council Member Mike Schrag made a motion to commit to only one year at a time with SCJ Alliance. Council Member Dede Boyer seconded the motion. Council Member Dennis Chamberlain opposed. Motion passed 6-1.
- G. 2023 Financial Consultant Contract Renewal-Tara Dunford-** Clerk-Treasurer Julie Flyckt stated the city has been working with Tara for about four years now. She helps to audit the annual financial report that goes to the state every year. She also helps with any random financial questions that come up and has helped a lot this year with questions about the ARPA funds. In 2022, she billed the city for only \$150 and her contract has been \$5,000 per year. Her hourly rate is \$175/hour, not to exceed 28 hours or \$4,900. Council Member Scott Yaeger made a motion to approve the Financial Consultant contract renewal with Tara Dunford, for 2023 not to exceed \$4,900. Council Member Debbie Chapman seconded the motion. Motion passed 7-0.
- H. 2023 Golf Manager Contract-** Clerk-Treasurer Julie Flyckt stated in the budget the only changes you approved was the change of the manager's salary to \$4,935 per month. City Attorney John Kragt stated he didn't think this was ready for approval tonight.
- I. Criminal Prosecuting Attorney Agreement-** Clerk-Treasurer Julie Flyckt stated it was mentioned at the last council meeting, our criminal attorney will be changing to Michael Adams. The agreement was signed by the new attorney. The only change are the areas specific to Michael Adams now being the criminal attorney. Council Member Mike Schrag made a motion to approve the Criminal Prosecuting Attorney Agreement between the City of Ritzville and Michael Adams. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

There were no discussion agenda items.

CORRESPONDENCE

There was no correspondence.


MAYOR UPDATES

Mayor Kadlec stated Debbie Chapman will be the Mayor Pro-tem next year. Council Member Dennis Chamberlain made a motion to approve Debbie Chapman as the mayor pro-tem for 2023. Council Member Scott Yaeger seconded the motion. Council Member Debbie Chapman abstained. Motion passed 6-0.

DEPARTMENT UPDATES

- A. **City Attorney-** John Kragt stated he has a few things going right now but trying not to stick his nose into things that are not needed. He did get involved with some of the things with the RGA.
- B. **Public Works-** Dave Breazeale stated Well #8 is officially down to its depth and drilled 1,575 feet into solid rock. There is only 9" deviance between the top and bottom of the hole. Schneider is coming on the 3rd of January to pull the Koch well so we can sound it and see where our water level is at in that well and see if we can drop our bowls down a few feet. Breazeale stated public works crew member Nick is having knee surgery on the 10th and will be out for two months and then light duty for four months. Plowing has been a constant battle this year as we should have gone and plowed on the Saturday morning, we got rain. The city received salt from the county today, and it has got calcium in it, so it is supposed to get through the ice shield down to the pavement, it is about \$40 more per ton. Also, in reference to the golf course building, Breazeale found a 60x30, entire kit today for \$30,000. It's on a pallet in Walla Walla, still brand new with three bays and ten feet tall. There was someone already interested but Breazeale told her if it fell through to let him know.
- C. **Police Department-**Chief Dave McCormick stated one of the recruits will be done with training the first week in January and not sure yet about the second one. There is still a car sitting over in North Bend ready for pick up but every time they think about going the pass is closed in one or both directions.
- D. **Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated two Reimer annexation public hearings were set 30 days apart but the first one for December 6th was not on the agenda. The second one was set for January 17th, which can be done at that meeting and will now be the 1st public hearing. Flyckt requested a motion to set the 2nd public hearing for February 21st. Council Member Dennis Chamberlain made a motion to set the 2nd public hearing for the Reimer annexation on February 21st. Council Member Debbie Chapman seconded the motion. Motion passed 7-0.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 8:15pm.


Michelle Asmussen, Deputy Clerk-Treasurer II