

**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, Debbie Chapman, and Dennis Chamberlain. 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 Fire Chief Joel Bell. City Attorney John Kragt. City Attorney John Kragt was excused. Also present was Charles Jingling, Dolly Blankenship, Amy Schaefer, Henry Tolman, John Marshall, 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 October 4, 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. John Marshall stated he had spoken with the Clerk-Treasurer, and she had said this would be an ok time to come in and address the cleanup letter that he received dated August 3<sup>rd</sup> for ordinance 2159, and zoning requirements of RCC Title 11, Chapter 11.115 sub chapter 3.36.030. It bothers him the article is so vague you could note any commercial property in Ritzville in violation of the proper fence. Marshall asked the clerk if she could provide me a list of who they provided this letter to. We talked about different people in town not with any malice, just for comparison. Marshall found exception with the ordinance the way it is written. It states he has 10 days to abate, and it took him almost 2 ½ months to get the opportunity to come and see council. He has tried for several years to get with his neighbor and build a fence together on those properties. That has been a difficulty, trying to decide where the property line located. Marshall can't just make an arbitrary placement of a fence there to satisfy this letter even if he wanted to. He spoke to a fencer today, and he came and took a look and asked Marshall if he was prepared to spend \$20,000 and Marshall said not this year. Marshall is not prepared to spend that kind of money, but he is prepared to make some kind of amends that might help. He recommends the city do something about the wording, and maybe run it past your attorney. He would probably agree that it would be hard to influence the way it's written. Marshall is in the process of trying to get a couple more bids. He also noticed that Ritzville Towing was putting material and slats up around their property and asked is that considered properly fenced? Clerk-Treasurer Julie Flyckt stated she and the mayor have been working with them on trying to get that figured out. They had a permit to put up a chain link fence and trying to make that type of fence sight obscuring is hard. Mayor Kadlec stated we will take his concerns under advisement.

**ACTION AGENDA**

- A. **First Responder Fundraiser Presentation-** Dolly Blankenship from Wheatland Bank sate the bank has participated in Community involvement with seniors, youth, Veterans and now with First Responders. They are pleased with the response from the community as a total of \$2,000 was raised in 2 hours and 15 minutes and they sold out of the 10 dozen potatoes. Blankenship presented Ritzville Police Chief Dave McCormick a check for \$634, and also a check for \$634 to City Fire Chief Joel Bell. There is also a check for \$634 for the ambulance association but ther were unable to make it as they got called out. Mayor Kadlec stated on behalf of the city and the first responder's, we thank the

Wheatland Bank for sponsoring this fund raiser, plus for all that they did the bank to make the fundraiser a success. Blankenship stated the potatoes were donated by the Schoonover Hooterian Colony, the butter, sour cream, and supplies was provided by Akins local grocery store.

- B. Main Ave Slurry Seal Project-** Council Member Scott Yaeger stated Blackline was here September 21<sup>st</sup> and completed the slurry seal. During the construction of the longitudinal construction, the joints had washboard type bumps in the joints near the center of the street from Columbia St. to Adams St. We have tried several times to get Cody, the owner of Blackline to come to Ritzville to meet with us so he can see the joints for himself. Yeager has sent him pictures and emails telling him they are defective, and we need to know what he is going to do about it. Blackline submitted an invoice for the slurry seal, the mobilization, plus an invoice that included additional rock and oil. Because of the chip seal he claimed he needed additional rock and oil for the amount per square yard. Yeager stated it would be fair for the council to consider approving a partial payment on this invoice for the mobilization and the slurry seal less the defective portion of the slurry seal. Then we can deal with the defective joint later. Council Member Scott Yaeger made a motion to make a partial payment to Blackline Inc, for the Main Ave slurry seal project in the amount of \$64,958.60. Council Member Dennis Chamberlain seconded the motion. Council Member Dede Boyer abstained from the vote. Motion passed 6-1-0,

#### **DISCUSSION AGENDA**

- A. 2023 Projected Revenues-** Clerk-Treasurer Julie Flyckt stated this is the time of year the state requires that the treasurer provides projected revenues for 2023. For shared revenue state taxes, MRSC provides an estimator which is used to show the estimates for 2023. The distressed cities assistance is not a tax which is on the estimator and year over year trends are used to determine that estimate. Overall, there is a projected 5% increase over last year's budget for state shared revenues. For local taxes historical trends are used to estimate the projections. The real & personal property tax gets split between the three funds which are Current Expense, Cemetery and Streets. The sales & use tax is a tax we will continue to watch closely up to the final budget. We have a lot going on in development right now, but we will not see the benefits of any additional revenue for two to five years. Flyckt also presented the Economic & Revenue Update summary for employment, residential construction activity, and consumer prices.
- B. Set Budget Public Hearings:**
- \*Ad Valorem Taxes: November 2<sup>nd</sup>-** Council Member Dennis Chamberlain made a motion to set the Ad Valorem Taxes public hearing on November 2<sup>nd</sup>, 2022. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.
  - \*2023 Preliminary Budget: November 15<sup>th</sup>-** Council Member Scott Yaeger made a motion to set the public hearing for the 2023 Preliminary Budget for November 15<sup>th</sup>, 2022. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
  - \*2023 Final Budget: December 6<sup>th</sup>-** Council Member Dennis Chamberlain made a motion to set the public hearing for the 2023 Final Budget on December 6<sup>th</sup>, 2022. Council Member Marsha Smith seconded the motion. Motion passed 7-0.

**CORRESPONDENCE**

**A. RDDA Budget Request**

**MAYOR UPDATES**

- **110 Tourism Fund Special Meeting: October 18<sup>th</sup> at 5:30pm-** Clerk-Treasurer Julie Flyckt stated the 110 Tourism applications are due by October 7<sup>th</sup> and requested approval to extend the application date another week out to October 13<sup>th</sup>. Normally there is a month and half timeframe to submit the application and the information went out late only giving applicants two weeks to respond. Council Member Debbie Chapman made a motion to extend the 110-application due date by a week to Thursday October 13<sup>th</sup>, 2022. Council Member Scott Yaeger seconded the motion. Motion passed 7-0. Mayor Kadlec stated the budget workshop was a success and we need to give Julie a big thank you for the preparation under extenuating circumstances to make this happen. Also, a big thank you to Michelle for making our lunch happen.

**DEPARTMENT UPDATES**

- A. Public Works-**Public Works Director Dave Breazeale stated Ned started planting the grasses and bushes on the Division & Weber path and he was going to plant some more bushes today. He was also going to get ahold of Michelle Plumb about the Wayfinding sign dimensions and where exactly it will be placed. The crew were down marking out Main Street for painting, and they will probably be marking it tomorrow. We were planning on installing the water and sewer connection for the three new homes located at Jackson and Weber this week, but they moved dirt where we were going to place the meters. The meter installation will not happen until they are done with the dirt work. The crew is also getting things ready for winter. Breazeale spoke to Chief McCormick this week and he has a patrol car down that crew member Kevin is going to see if he can fix. If we can get this process done in a timely manner, we may just start doing the maintenance on all the police cars. If that is the case, we may need to purchase a truck lift as public works has needed one anyway and there is room to install one.
- B. Police Department-** Chief Dave McCormick stated we covered a lot of ground last Friday at the budget meeting, and he doesn't really have anything additional at this time. It was discussed at the budget workshop to go ahead and purchase the police car that was available. Council Member Mike Schrag made a motion to approve Chief McCormick to purchase the 2018 vehicle for the police department for \$24,046. Council Member Dede Boyer seconded the motion. Motion passed 7-0.
- C. Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated she received an email from the state auditors saying they are ready to schedule an audit. Flyckt sent an email back stating starting in two weeks would work best. The Clerk Department continues to work with Springbrook on implementing the new financial systems and the last system will be payroll. Flyckt was able to close out the Invoice Cloud contract and the city will start to implement the new online bill pay system called Xpress Bill Pay. Flyckt stated reconciling the transactions to the bank statement has been very challenging with multiple vendors and Chad with Springbrook suggested opening a separate checking account for Xpress Bill Pay and another account for Square, which is used for the Golf Course. Flyckt worked on a Sunday reconciling one month which took 8 hours of uninterrupted time, and it still isn't reconciled correctly. Flyckt requested approval to open two additional checking accounts for golf square payments and express utility payments. Council

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Member Dede Boyer made a motion to approve the Clerk- Treasurer to open two new checking accounts, one for express utility payments and one for golf square payments. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- D. Fire-** Fire Chief Joel Bell stated there are no updates. Council Member Mike Schrag stated he had a question about the Rose Garden. Are we getting back in the system of charging for going up to false alarms. Bell stated they are right at their limit, and if they have another one within a month, Bell is going to have Flyckt send them a bill and notice. Schrag wanted to know what it costs approximately to go to a false alarm per incident. Bell stated hourly rate times the amount of people that show up for the call.

**ADJOURNMENT-**With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 8:02pm.



Michelle Asmussen, Deputy Clerk-Treasurer II