

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, Dede Boyer, Scott Yaeger, and Debbie Chapman. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Police Chief Dave McCormick, and Public Works Director Dave Breazeale. City Fire Chief Joel Bell and City Attorney John Kragt were excused. Also present were Ben Varela & Daniel Cowger from Varela, Jen Verhey, Linda Schrag, and Derek & Susan Schafer.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Kadlec asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag made a motion to approve the consent agenda for the July 5th, 2023, meeting as presented. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there was anyone who would like to make a comment. There were no comments and she moved on.

ACTION AGENDA

- A. **2024-2029 STIP Public Hearing, Resolution No. 2023-06-** Mayor Kadlec opened the 2024-2029 STIP public hearing at 7:03pm. This hearing provided the public the opportunity to comment on the proposed six-year transportation improvement program. Mayor Kadlec asked if there were any written comments received by 5:00pm. Clerk-Treasurer Julie Flyckt stated no. Mayor Kadlec asked if there was anyone in the audience that had any questions or comments on this matter or if the council had any questions. There were none. With no further testimony, the public hearing for the 2024-2029 STIP was closed at 7:04pm. Kadlec asked if the council was ready to take action and adopt Resolution No. 2023-06? Council Member Scott Yaeger made a motion to approve Resolution 2023-06 accepting the Six Year Transportation Improvement Program for 2024-2029. Council Member Dede Boyer seconded the motion. Motion passed 7-0.
- B. **USDA Water and Waster System Grant Agreement for Water Projects-** Clerk-Treasurer Julie Flyckt stated the city is getting closer to pulling down the loan portion of the Rural Development grant/loan, which means the city will start utilizing the grant portion in a couple months. The representative with the USDA went ahead and sent the grant agreement to review. It is not ready to approve it tonight as the city attorney has not reviewed it yet, and it was sent to Ben Varela today. There is a statement on page 2 letter D, where it talks about having a Resolution to make system services available within its capacity to all persons in Grantee's service area without discrimination. Flyckt did not find a city resolution which addresses discrimination, so there will need to be a resolution adopted by the council. Flyckt will prepare the resolution for the council to review and approve at the next meeting. Mayor Kadlec stated this item will be tabled until the next meeting.

- C. Wastewater System Engineering for Preparation of General Sewer Plan-Varela & Associates-** Daniel Cowger from Varela & Associates stated the agreement in the council's packet is for a general sewer plan, and assistance with videoing the sewer mains. Back in 2021 the City applied for a loan/grant package from DOE to do a general sewer plan, to inspect them and look at the general condition of the sewer mains. It took awhile for DOE to award the funding as they awarded the funding to the city six months ago. The award is 50% grant and 50% loan. Varela is working on putting together an agreement for the award. Cowger explained further that a general sewer plan is the standard document for planning, evaluating, and providing recommendations for the city's sewer collection system. The general sewer plan is reviewed by the DOE, once it is approved it is like the standard document where anytime you want to do a project, it gives certification that the city planning is done. Typically, the sewer plan is done every 10 years and the city's last plan was done back in 2003. The scope provided includes writing the plan, which takes about a year. In addition, there is money in the funding to do video inspecting and cleaning of some of the sewer mains. The results of those are part of what will go into the evaluation. Council Member Dede Boyer made a motion to approve the mayor to sign the engineering agreement between the City of Ritzville and Varela & Associates for the Wastewater System Engineering Project. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- D. Safe Streets for All (SS4A) Grant Application-** Council Member Scott Yaeger stated this is one of the applications the city approved Ardurra to work on. The grant application is for planning safe streets. There were two different options, one for planning grants and one for implementation grants. This is 80% funded and 20% match that provides the city with a plan then we can turn around and go after the implementation grants, highway safety improvement grants or other similar grants. Council Member Scott Yaeger made a motion for the council to approve the mayor to sign the SS4A grant application documents and the 20% commitment match. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

MAYOR UPDATES

Last week Dave and Mayor Kadlec did yard inspections and letters will be following as soon as possible for nuisance properties.

DEPARTMENT UPDATES

- A. Public Works-** Dave Breazeale stated the EV charging station has been installed and someone was using it the other day. The asphalt crew is supposed to be here this week to get that lot paved, and the crew will paint it shortly thereafter. The crew are out reading meters. The city bought a couple new tablets to try and ease the pain of the meter reading. After talking with the crew today it doesn't sound like it has helped a whole lot so far.
- B. Police Department-**Chief Dave McCormick stated there weren't any calls for service on the 4th of July regarding fireworks. Sargent Mark Cameron has resigned, and he will be going to work for the Adams County Sheriff's Office on the 1st of August. Advertisements to replace him will probably come out by the first of the week. The whole month of July

the police department will be working through vacations that were preplanned and requested. The Training Commission has a program in effect where they reimburse a portion of the cost of training for required officers to attend the academy if you meet certain criteria. One of the criteria is if there are under 10 full-time officers. The actual billed cost to the city was \$41,800. The reimbursement request was for \$12,080, based on documented time for replacement while the officers attending the academy.

- C. **Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated the land use attorney's office is working on the Ritzville Path's easements for the path that goes through private property. There is a draft from the attorney's office, which was sent to the Park's & Rec Committee to review. The Finance Committee is looking at the Cemetery fees and how to increase the fees to support the cemetery expenditures. The golf fees ordinance which was passed was effective as of Monday the 3rd, and the staff is working with the golf course to implement it on July 10th. The delay is due to the Golf Manager being out for a week and getting the square system updated. The city has received calls from people hearing about the increase, and they want to purchase golf passes before the fees increase. Flyckt submitted the final reimbursement for the Housing Action Plan grant which was \$25,000 total to complete that plan. The clerk department was fully staffed for a month but now Michelle Asmussen has to be out for surgery and for about a month or so.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 7:35pm.



Michelle Asmussen, Deputy Clerk-Treasurer II