

OPENING OF COUNCIL MEETING

Mayor Pro-Tem Debbie Chapman opened the remote and in person council meeting at 7:00pm. The council members present were Michelle Plumb, Marsha Smith, Mike Schrag, Dennis Chamberlain, Dede Boyer, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Police Chief Dave McCormick, Public Works Director Dave Breazeale, and City Attorney John Kragt. City Fire Chief Joel Bell was excused. Mayor Linda Kadlec was attending remotely. Also, present were Barry Boyer, Linda Schrag, Jen Verhey, Jessica Quinn, Brian Bothum, Sue Gardner, Tesa Clodius, Matt Carlson, Garrett Blauert, and Dale Brown from the Cheney Free Press.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Pro-Tem Debbie Chapman 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 December 19th, 2023, as presented. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Pro-Tem Chapman asked if there was anyone from the public who would like to comment. With no comments, Mayor Pro-Tem Chapman moved on.

ACTION AGENDA

Mayor Pro-Tem Debbie Chapman stated the agenda will not include department head updates, as this is the meeting we try to keep as short as possible, to celebrate the end of the year. Under the discussion agenda, the 2024 agreements are provided for council members to review and approve at the January 2nd city council meeting, unless there is action that needs to be taken tonight. There are also family and friends joining us this evening in person and via zoom, as we administer the oath of office to the newly elected Mayor and council members and recognize those who have served.

- A. Swearing in Mayor and City Council Members-**Clerk-Treasurer Julie Flyckt swore in the new mayor Scott Yaeger. Flyckt then swore in all the new council members, Jen Verhey (2 year at large), Jessica Quinn (ward #1), Garrett Blauert (ward #2) and Dennis Chamberlain (ward #4).
- B. Establishing Fund 302 General City Capital Construction Projects, Ordinance 2175-** Clerk-Treasurer Julie Flyckt stated she updated the language to be more generic for the capital construction projects as requested at the last council meeting. Council Member Scott Yaeger made a motion to adopt ordinance no. 2175 establishing Fund 302 for the purpose of financing general capital projects. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. 2023 Budget Amendment Public Hearing, Ordinance 2176-** Mayor Pro-Tem Debbie Chapman opened the public hearing for the 2023 budget amendment at 7:09pm. The purpose of the hearing was for the City Council to hear and consider the pertinent facts relating to the budget amendment. There were unanticipated expenses, which require the budget to be amended. The 403 Sanitation fund is currently at 102 percent of the

budget. The revenue is 105 percent of the budget due to an increase in the city, new housing and remodeling projects requiring a dumpster. The 425 DOE Debt Service Fund is at 100.1 percent of the budget due to the bond principle being higher than originally budgeted. At the time of the budget being approved, the council was not anticipating these expenses, therefore the need for an amendment. There were no public comments. Mayor Pro-Tem Debbie Chapman closed the public hearing for the 2023 budget amendment at 7:12pm. Council Member Mike Schrag made a motion to adopt ordinance no. 2176 amending the 2023 budget. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

D. Capital Improvement Plan Public Hearing- Mayor Pro-Tem Debbie Chapman opened the Public Hearing for the 2024 capital improvement plan at 7:13pm. The purpose of this hearing was for the City Council to hear and consider the pertinent facts relating to the capital improvement plan. Overall, the Capital Improvement Plan includes the following expenditures for 2024:

- Golf Course insulation, windows, and furnace replacement for \$74,500
- Cemetery irrigation for \$15,000; and
- City Hall HVAC for \$76,900.

The total capital improvements plan costs for 2024 is \$166,400. Mayor Pro-Tem There were no public comments. Council Member Michelle Plumb stated there were a couple of items she needs some clarification on and there are some corrections that need to be made. The water usage table on page 7, shows we used 49 billion gallons of water. I don't see how that can be accurate. Clerk-Treasurer Julie Flyckt stated this plan does need a lot of work as she has struggled getting information from everybody but in talking with the future Mayor, his skills will lead to helping to update this plan. Council Member Dennis Chamberlain asked if this was something that needed to be passed tonight. Flyckt stated, yes it was. This plan will go alongside the comprehensive plan that we will be updating by spring of next year. In order to use the REET money that is in the capital improvement fund in the budget, we need to have a capital improvement plan. With no further discussion the public hearing for the 2024 Capital Improvement Plan was closed at 7:18pm.

E. 2024 Final Budget, Ordinance 2177- Clerk-Treasurer Julie Flyckt stated the only updates that were done since the last council meeting on December 5th are as follows:

- The Rural Development water projects' reimbursements and expenditures were confirmed with Varela.
- The city met with Innovia Foundation and confirmed budget requests for the City Beautification Fund.
- The finance committee met, and its committee chair brought forward a request to transfer \$2,500 from the 001 Current Expense fund to the 305 Tree Board fund.
- The United States Department of Transportation has awarded the city the Street Safety Plan (SS4A) grant in the amount of \$83,776. The city's match will be \$20,944.

Council Member Mike Schrag stated as chairman of the finance committee he moves to adopt ordinance no. 2177 the 2024 final budget. Council Member Dede Boyer seconded the motion. Council Member Michelle Plumb opposed. Motion passed 6-1.

F. Water Distribution System Improvements Projects Pay Estimate #5-POW Contracting-

Public Works Director Dave Breazeale stated this is the final pay estimate for the water distribution project. They are finished and they completed a pre-final walk through today. Rural Development will be back in the middle of January to do their pre-final.

Council Member Scott Yaeger stated there is still a retainage fee so there should be one more check after this one. Council Member Michelle Plumb made a motion to approve pay estimate #5 in the amount of \$72,415.18 to POW. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

- G. Nuisance Show Cause Hearing: 611 W. Main Ave-** Mayor Pro-Tem Debbie Chapman opened the City of Ritzville Show Cause Hearing at 7:25pm. The purpose of the hearing was for the City Council to hear and consider the pertinent facts relating to show cause why a resolution should not be adopted, ordering the nuisance to be abated by the city or its designee with the costs of said abatement being charged against the said landowner. Clerk-Treasurer Flyckt stated on November 3rd pictures of the property were taken showing the nuisance conditions being clutter yard/littered dwelling, scrap piles, debris/materials, fire hazard, trash, and abandoned material. A letter was mailed to the property owner on November 7th to clean up the property, with a show cause date of December 19th. On December 19th pictures were taken of the property and there are no changes. Council Member Dennis Chamberlain asked if there has been any response from the property owners. Flyckt stated there has not been any response, but she left messages for the property owners today after she saw the property was connected with Trophy Ridge Homes, who have remodeled and cleaned up many properties in the city. They bought the property in 2022 and there is a renter living there currently. There was still no response from the property owners. There was no one in attendance representing the property. Audience member Jessica Quinn stated she knows them, and they are trying to take care of it as she has helped them clean up properties. She stated this is not typical behavior for these property owners. Council Member Michelle Plumb stated there still can be an abatement process after the resolution is passed. Council Member Plumb motioned to pass resolution 2023-21 declaring certain property to be a hazard and a menace to public health and providing for removal for 611 W. Main. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

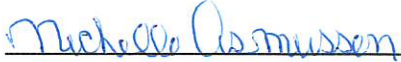
A. 2024 Agreements

Mayor Pro-Tem Debbie Chapman stated the agreements have been provided for council's review and approval at the January 2nd meeting.

CORRESPONDENCE: There was no correspondence.

MAYOR UPDATES: Mayor Kadlec recognized the outgoing council members and provided history regarding her nearly 30 years of service to the City of Ritzville as a council member and mayor.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Pro-Tem Chapman adjourned the remote and in person meeting at 7:50pm.

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Michelle Asmussen, Deputy Clerk-Treasurer II