

**OPENING OF COUNCIL MEETING**

Mayor Linda Kadlec opened the Remote/In Person Council meeting at 7:00pm. Council members present were Scott Yaeger, Mark Weigand, Michelle Plumb, Dede Boyer, and Mike Schrag. Council Members Dennis Chamberlain, and Debbie Chapman were presently remotely. Staff members in attendance were Public Works Director Dave Breazeale, Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, and City Police Chief David McCormick. City Fire Chief Joel Bell and City Attorney John Kragt were excused. Also, present were Charles Jingling, Marsha Smith, Bronc Hutsell 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 Michelle Plumb stated there were a couple changes to the minutes. On Action Agenda item D Street paving it should be pavement patches not potholes fixed, and under the Discussion Agenda item C it should be the 2022 Draft Budget. Council Member Dennis Chamberlain stated changes for the minutes to be on Action Agenda item B it says Dennis Member instead of Chamberlain which needs to be changed. Mayor Kadlec stated under the action agenda street closure will be added. Council Member Mark Weigand made a motion to accept the consent agenda with the noted changes. Council Member Scott Yaeger 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 and hearing no comments, she moved onto the action agenda.

**ACTION AGENDA**

- A. Pete’s Lift Station Project: POW Contracting, Pay Estimate #4-** Public Works Director Dave Breazeale stated POW is on task for what they can do. The lead time on their materials is 6 to 8 weeks out and the pumps are 6-8 weeks out and that’s based on ordering them 2 months ago. They have panels and some other items, but they don’t have everything to complete the job. They will be in and out on site to do what they can at this point. They were down today pumping the lift station out. This pay estimate is probably right in line with where they are at on the job. Mayor Kadlec asked Dave if it was his recommendation to pay this pay estimate number 4 and Dave stated he approves the pay estimate. Council Member Scott Yaeger made a motion to approve contractor payment #4 for the Pete’s Lift Station and Sewer Improvement Project to POW Contracting in the amount of \$136,792.56. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.
- B. Galbreath/Weber Rd Project: Precision Paving Plus, Pay Estimate #2-**Public Works Director Dave Breazeale stated they are completed to the point where they are moved out. There are still a lot of items that need to be addressed and fixed. On the pay estimate Varela is recommending a significantly lower amount then what we should be paying them, but there are lot of things that need to be fixed before we pay them what we owe them. Council Member Scott Yaeger stated we don’t have any striping or signage yet. Council Member Scott Yaeger made a motion to approve Pay Estimate #2 for the Galbreath/Weber Rd Project to Precision Paving Plus for the amount of \$93,007.71. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- C. Big Bend Electric Cooperative, Inc. Broadband Pole Attachment License Agreement-** Clerk-Treasurer Julie Flyckt stated as part of our Broadband Public Works Board grant, we have to show that we have pole attachment agreements in place. It is just the first

part of this agreement that will need to be signed by the mayor. Once we get funding and the project is moving forward then we identify every single pole. For the Big Bend Electric agreement, it approving the mayor to sign the first two pages of the agreement. Council Member Dede Boyer made a motion to approve the mayor to sign the Big Bend Cooperative Broadband Pole Attachment License Agreement. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.

- D. Avista Broadband Pole Attachment Joint Use Master License Agreement-** Clerk-Treasurer Julie Flyckt stated the Avista's master license agreement and the statement of work will need to be signed by the mayor as the rest of it will come later when the project is funded. Council Member Dede Boyer made a motion to approve the mayor to sign the Avista Broadband Pole Attachment Joint Use Master License Agreement. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.
- E. Street Closure Request:** Bronc Hutsell stated he was the ASB president at Ritzville High School and they are doing a parade for Homecoming on October 14<sup>th</sup>. They actually don't want to close down any streets, but they would like a police and fire escort. Clerk-Treasurer Julie Flyckt stated they didn't need council approval since there won't be any street closures, but they would need to talk to Chief McCormick and Fire Chief Joel Bell or Assistant Fire Chief Dave Breazeale to request the escort through the streets. Chief McCormick stated the police escort would be there. Dave Breazeale stated he would check with the Fire Chief and Mayor Kadlec said they had the council's blessings as well.

#### **DISCUSSION AGENDA**

- A. 2022 Projected Revenue-** Clerk-Treasurer Julie Flyckt stated the projected revenue is put together from a number of resources such as MRSC's state shared tax calculator, the economic and revenue forecast council's economic and revenue update and past revenue history. We typically see the budget revenue go up 1%-2% every year but the 2022 budget will have a mixture of highs and lows per each tax and revenue sources. Some of the high and lows are due to the unemployment rate decreasing, home sales & manufacturing activity are strong, but consumer confidence has decreased due to concerns about COVID and inflation. The consumer price index has increased to 5.2% from the prior year and minimum wage is going up by 5.5% which is a .80 cents per hour increase. Overall, for the city the shared revenue state taxes are projecting to be down 6% for 2021 and up 2% in 2022. The decrease in 2021 is due to changes in motor vehicle taxes and the decrease in alcohol and marijuana tax that increased in 2020. The biggest increase is the number of houses selling in Ritzville. It is estimated the ¼ real estate tax will increase by 125% in 2021. All that revenue goes into our capital improvement fund which we haven't been spending any money out of that fund because we need a capital improvement plan to guide that money as per an RCW. Sales and use tax are estimated to go up 16% and utility taxes by 13% at year end. There are utility customers that are in arrears around \$70,000 because of the moratorium the governor placed on utilities. We will be able to start charging late fees and do shut offs in November. Right now, we have people with bills of \$3,000 that are past due. We are offering a payment plan that has been brought to council for your approval a couple different times. There are 9 new utility connections this year so that helps with the utility tax as well. Even with all those factors we are still looking at a 2% increase in revenue from the prior year.

**MAYOR UPDATES:** Mayor Kadlec stated it was recently brought to her attention that the property located at 109 W. Cherry Ave was supposed to be cleaned up. The gentleman came to


CITY OF RITZVILLE REMOTE/IN PERSON COUNCIL MEETING OCTOBER 5TH, 2021  
council, said it would be cleaned up by the end of September and has not been done. We will be looking into dealing with that issue.

#### DEPARTMENT UPDATES

- A. Public Works-**Public Works Director Dave Breazeale stated he had Julie put on Facebook our water tank will be down for warranty work and the crew will start draining it tomorrow. The city has turned all their irrigation off, and Dan has turned off the golf course water. Once we are online with the other tank, the pressure is going to be low for residents and businesses. Once the warranty work is complete, we still have to cook our tank, submit samples and then we have to refill the standpipe. We are looking at least 2 weeks. The crack seal machine will be here next Monday, and 5 pallets of material was ordered. The total bill was \$12,900. We are going to start on 6<sup>th</sup> Street and work our way up. Varela is working on an ecology grant for us for updating the sewer comp plan. There are a lot of issues that need to be addressed on our sewer infrastructure because it is so old.
- B. Police Department-** Chief Dave McCormick stated in reference to the rash of burglaries we had a couple weeks ago, they have processed several items into evidence, and they have been taken to the state crime lab in Cheney. Some DNA exams will be done but it is a very long process. Tom has turned in his retirement papers and he will be retiring on the 23<sup>rd</sup> of this month. He is moving to Idaho to take a position outside of Law Enforcement. Advertisements are going out in the local paper and Julie has put them on the city social media sites. I sent the ad to WASPIC. When I go on their site and read their requirements, it is going to take someone a long time to get to our ad as there are a lot of agencies looking for law enforcement officers and correction officers. Tom's retirement letter spells out his reasons and the mayor has requested the letter be sent to our senator and both of our representatives because it directly addresses the issues in this last house bill 1301 and 1054.
- C. Clerk-Treasurer-**Clerk-Treasurer Julie Flyckt stated the 110 fund lodging tax applications are due by this Friday. The special meeting for the applicants to present is before the next council meeting at 5:00pm on October 19<sup>th</sup>. The council budget workshop is this Friday at 9:00am at the golf course club house. The Public Works Broadband Grant due date was extended an extra week and it is now due this Friday.

**Comments-**Chief McCormick stated he wanted to mention a couple things before adjournment. He has been in contact with Rod Larse from the Adams County Journal on a few issues and you are going to start seeing more information in the paper on things that the police department has been dealing with. The homicide case that happened here last May has been resolved and there was a plea entered yesterday and he got 282 months (23.5 years). The prosecutor stated the cases that are pending in Oregon were going to be resolved with this plea. Chief McCormick received a call from the Sheriff that night thanking us for all our professionalism and supporting what his deputies and investigators did.

**ADJOURNMENT-**With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 7:45pm.

  
Michelle Asmussen, Deputy Clerk Treasurer II