

OPENING OF COUNCIL MEETING

Mayor Linda Kadlec opened the Remote/In Person Council meeting at 7:00pm. Council members present were Mark Weigand, Michelle Plumb, Dede Boyer, Mike Schrag, Dennis Chamberlain, and Debbie Chapman. 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. Council Member Scott Yaeger, City Fire Chief Joel Bell and City Attorney John Kragt were excused. Also, present were Charles Jingling, Barry Boyer, 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 Mark Weigand made a motion to approve the consent agenda as presented. 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. Hearing no comments, the mayor moved on.

ACTION AGENDA

A. 2022 Final Budget Public Hearing- Mayor Kadlec opened the Public Hearing for the 2022 City Final Budget and fees at 7:02pm. The purpose of this hearing was to hear and consider the pertinent facts relating to the 2022 city budget and fees. Everyone present was given an opportunity to be heard. The Clerk provided copies of the final budget to council and attendees. Overall, the 2022 budget impacts include:

- *Minimum Wage increase of \$0.80 cents to \$14.49/hour
- *Cost of Living Adjustment (COLA) of 3% for staff and 4% for department heads
- *Asuris health insurance increase of 5.8%
- *A 5th Police Officer that has been budgeted since 2020
- *Addition of a part time Deputy Clerk Treasurer I
- *Promotion of a Public Works Maintenance Worker to a Supervisor
- *Projected insurance increase of 10.9%
- *Updated fee schedule to include sewer backflow device, temporary containers conditional use permits, garbage tote replacement fee and traffic study fees
- *Water projects replacing Well number 8 and updating distribution systems
- *The Sewer projects include finishing Pete's Lift Station and updating the Sewer Comp Plan and
- *Updating the cities' comprehensive plan

Mayor Kadlec asked if there were any questions from the public or from the council? Hearing no questions or comments, the public hearing portion of the 2022 Final Budget and Fees was closed at 7:04pm.

B. 2022 Final Budget, Ordinance No. 2147- Clerk-Treasurer Julie Flyckt stated she went back through all the revenue and expenditures to date and made sure the projections were accurate. While doing that review there were just a few minor changes in the numbers. The fund balance for Fund 001 Current Expense is now 28% to expenditures and the city's policy is to keep it at a minimum of 25% of that fund balance. The expenditure are \$20,362 over revenue. This equates to using 1.8% of the fund balance to balance the fund. The 440 Telecommunications fund was also added for the future Broadband project. The city was not awarded the first grant application submitted to the public works board but there is still a pending grant application with the state

broadband office which funding will be announced around January 6th. QuadCo has awarded the City of Ritzville the phase 1 of the shared path project funds in the amount of \$33,700 and the total project cost is \$37,000. We found out from TIB the applications we submitted this year were not approved. We do have in the budget completing the Main Ave project that is TIB funded. The street fund also includes the electric vehicle station which is the Department of Commerce grant we received for \$100,000, continuation of the ongoing crack sealing project with a transfer from the Utility Tax fund (\$20,000), and paving 2nd Ave from Cascade to Pacific (\$17,000). Council Member Mike Schrag stated the Finance Committee worked really hard on the budget this year and they were really conservative on the revenue side because they will be facing some headwinds next year. He stated the finance committee is in agreeance that we should go ahead and vote on the budget tonight. Council Member Dennis Chamberlain stated he agreed with Council Member Mike Schrag. Council Member Mike Schrag made a motion to adopt Ordinance No 2157, an ordinance adopting the budget for the city for the fiscal year ending December 31,2022 in the amount of \$12,404,056.23. Council Member Mark Weigand seconded the motion. Council Member Michelle Plumb opposed. Motion passed 5-1.

- C. Ritzville Chamber Light Parade Street Closure Request-** Mayor Kadlec stated there was a street closure request in the council's packets for the lighted parade. It is the same request they use for the Ritzville parade. Council Member Dede Boyer made a motion to approve the street closure for the lighted parade on Saturday December 18th from 3:00pm until 6:00pm. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- D. POW Contracting, Inc. Pay Estimate #6, Pete's Lift Station and Sewer Improvement Project-** Public Works Director Dave Breazeale stated it is just to catch them up on the work they have completed. They got the panel s and the generator in; they got the wet well coated and the secondary wet well coated. Dave stated he recommends paying this. Council Member Dennis Chamberlain wanted to know how much we still had outstanding on this project. Dave stated he wasn't completely sure, but the majority of the work has been done and their completion date is the 21st of December, one more pay estimate and they should be done. Council Member Michelle Plumb made a motion to pay out Pay Estimate #6 to POW Contracting, Inc. in the amount of \$171,528.51 for work good through November 30th. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- E. Amendment to Engineer Agreement- Varela & Associates-** Ben Varela stated at the last council meeting the city awarded the Well 8 drilling contract to Schneider. Varela is now working through the contracts and bonds with Schneider. The amendment is to the engineering contract with Varela for the well 8 construction phase management and onsite inspection and the upcoming design and construction. In the past, the primary way Varela handled these projects was as they come up and provide a proposal for the design work and maybe the bidding. Later in the project is when Varela knows the contractor's schedule and they provide another proposal for construction management and onsite inspection at that time. The new Rural Development state engineer is now requiring projects to be scoped from beginning to end, for everything. There are many more projects on the Rural Development water Project list however Varela is just giving the city a proposal for Well 8 inspection and distribution system work through construction at this time because Rural Development is requiring it now. Council

Member Michelle Plumb made a motion to approve the mayor to sign Amendment No. 2 to the Owner-Engineer Agreement between the City of Ritzville and Varela & Associates for Phase 2 Water System Improvements Project. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

- F. Update System Development Charges-Varela & Associates-** Clerk-Treasurer Julie Flyckt stated her and Dave Breazeale have been working with the public works committee and Varela & Associates to take and look at the city's system development charges because of the feedback they are receiving that they may be too high. The proposed cost is to update the analysis and ERU calculations that was done in 2015. This proposal is broken into two tabs where the first tab is more or less being updating the ERUs calculations on the water and sewer facility cost estimates. The second tab is more or less is to rewrite the whole report. Ben felt they could start on task 1 before they do anything with task 2. Council Member Michelle Plumb made a motion to approve Varela & Associates to move forward with Task 1 Updating Facility Costs and ERUs for the update of system development charges in the amount of \$7,915. Council Member Debbie Chapman seconded the motion. Council Member Mark Weigand opposed. Motion passed 5-1.

DISCUSSION AGENDA

- A. No items.**

CORRESPONDENCE

- A. RDDA Meeting Minutes**
B. Chamber Meeting Minutes

MAYOR UPDATES:

- A. Council Committees-** Mayor Kadlec stated in reference to the council committees, she is asking that each council person retain their spots on the committees they have been on. Debbie Chapman will be appointed to the finance committee since she was the only one who asked to do so when Mark vacates his spot. She has also replaced Mark's vacated positions on the park and rec committee and the public safety committee with the newly 2022 elected council member Marsha Smith. Mayor Kadlec asked council members to stay on the committees they are currently on, and at the end of next year, if they feel they would like a change, they can talk about it then.

DEPARTMENT UPDATES

- A. Public Works-**Public Works Director Dave Breazeale stated as winter approaches the crew are getting the equipment in to do maintenance for the year. There was a main line break on Broadway and Lincoln, and he called the locate in on Friday. The crew is going to dig that up probably tomorrow and see what kind of damage has occurred. He is assuming that it is from POW running their heavy excavator over the road up there, as the line is pretty old. He is going to get the crew started on the City Hall deck for the Chamber in the next week or two. Pete's lift station is wrapping up and their scheduled completion date is the 21st of December. They have made a lot of progress the last couple of weeks, even with the material delays. They have the fence up, the panels and generators are in. Precision Paving was here today to go over the Galbreath Way Weber Road punch list items with the cracking concrete and bollard installation on the radius

that was widened. Even though the radius was widened on Galbreath way, truckers are are making sharper turns and running over the sidewalk. Bollards will be installed to deter them from running over the freshly poured sidewalks and ADA ramps.

- B. Police Department-** Chief Dave McCormick stated he would like to comment on the festival last weekend. From everything he saw it was a hit and the only problems he saw was it was a little cooler in the evening so maybe it could start a little earlier in the day next time. Dede also told him she had 4 vendors cancel the day before the event, so if those vendors were full the plaza would have been full. Everyone he spoke to was happy and enjoyed it and wished there more vendors there to buy stuff. He spoke at length to the outgoing city prosecutor and he has not been able to locate anyone that wants to take that spot over. Chief McCormick has also spoken to the city attorney who is reluctantly going to assume that role again for the time being until a replacement can be located. They are not participating with the regional task force this year due to problems they had at the end of this year with time restraints and personnel and now that the department is short on officer, they cannot participate in the requirements. The department has received another entry level police officer application. The applications will be wrapped up by mid-month and then they will start to move forward with testing. Shop with a Cop is Saturday and he posted information on Facebook and the program received some donations. It will start at 9:30am with a visit from Santa and pictures before they start shopping.
- C. Clerk-Treasurer-**Clerk-Treasurer Julie Flyckt stated she has been working with SCJ Alliance to establish a traffic fee structure and traffic study review process. The city has received a traffic study from Grainland Acres, and there is a meeting set up on the 13th with Washington State Department of Transportation to review the study with them. It is a very large comprehensive traffic study, so SCJ Alliance has helped to do that review for us and help prepare us for that meeting. SCJ Alliance has provided a proposal with the fees to do the traffic study and the traffic fee structure in the amount \$8,750. The Finance Committee reviewed the proposal at their meeting and approved to go ahead with those services. The city did not receive the Public Works Broadband grant and neither did Adams County, but the Town of Washtucna received funding. There was an objection from Rural Wireless, which is the LLC for Desert Winds Wireless. Desert Winds communicated with the city during the ISP notification phase of the grant writing process, but their speed is lower than what was required for the grant. Unfortunately, Public Works Board validated the objection based on state required speeds and not the speed requirement in the grant. The good news is our current application with the statewide broadband office does not follow the same requirements so there will not be an objection process. In terms of our utility accounts being behind, we started off with 40 accounts last month and right now we have a list of about 7 properties that are on the shut off list due to no payment or payment plan. We currently have 22 payment agreement plans which means they have to pay off their bill within the next year. The amount was around \$15,000 past due and it is now down to around \$10,000. At the next council meeting we will have our budget amendment and our budget amendment public hearing and that will wrap up this year. Due to how the holidays fall on the calendar this year City Hall will be closed on December 23rd, 24th, and on December 31st.

Chief McCormick stated he wanted to thank Julie, the finance committee, and the mayor for listening to the department heads concerns, and that's not always easy to understand what our

concerns are. He felt the concerns, at least in his department, were heard this year and addressed in the budget and he is very grateful for that, and for the council approving the budget.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 7:52pm.



Michelle Asmussen, Deputy Clerk Treasurer II