

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, 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. City Fire Chief Joel Bell and City Attorney John Kragt were excused. Also, present were Charles Jingling, Marsha Smith, 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 Mike Schrag made a motion to approve the consent agenda as presented. Council Member Dennis Chamberlain 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. Hearing no comments, the mayor moved on.

ACTION AGENDA

A. 2022 Preliminary Budget Public Hearing- Mayor Kadlec opened the Public Hearing for the Budget and Fees at 7:02pm. The purpose of the hearing was for the City Council to hear and consider the pertinent facts. Everyone was given an opportunity to be heard. The Clerk provided copies of the proposed preliminary budget.

Overall, the 2022 budget impacts include:

- *Minimum wage increase of \$.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 permit and garbage tote replacement fee
- *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 comments or question from the public or from the council? Hearing no questions or comments, the public hearing portion of the 2022 Preliminary Budget was closed at 7:04pm. Clerk-Treasurer Julie Flyckt stated her, and the finance committee worked for two hours today taking a deep dive into the current expense budget. In that process, finance committee took a look at our 110 fund and looked at the expenditures that we had proposed and did increase that expenditure, which helps the current expense budget for the golf course. We are looking at doing the award of \$20,000 to the golf course which was not the full amount that was asked in the 110 request but by doing the \$20,000 award, then in the current expense budget that helps to put that \$20,000 into the current expense. Then we took a look at COLAs and reviewed the AWC's survey for 2021. The parameters of how that is ran is being within 50% of Ritzville's population, assessed value, assessed per capita, regular levy amount

and sales tax revenue. The largest gap in wages in comparison was in Department head positions. The wage scale has been updated to have a separate wage line for the Chief of Police and the Public Works Director wage steps have also been updated. In response to the CPI rate at 5.52% and review of the salary analysis we landed with 4% for department heads and 3% for staff to try and start bridging that wage gap. Even on the low end, we aren't matching those salaries. In the memo a review of everything that was presented at the last meeting and then the current updates are listed. The Insurance was projected to increase 19% and the increase was only 9.10%. The ER&R fund has been updated as the Public Works, Police and Fire Departments will not be able to purchase the equipment & supplies as per the 2021 ER&R plan due to lack of supply and increased cost. The vehicles and equipment have now been included in the 2022 budget along with the ER&R's 2022 planned replacement vehicles and equipment. The Finance committee did take a look at the PDA's request that is in the packet and determined that since there is still \$15,455 in their fund that has not been used to not grant the \$15,000 request. The one thing I am waiting for is notification on our Broadband grants, so if we get awarded the broadband grant, we will be establishing a fund and putting it in the budget.

- B. Weber Rd & Galbreath Way Project-Precision Paving Plus, LLC Pay Estimate #3-** Public Works Director Dave Breazeale stated they are requesting \$200,000, Varela is holding that back and we did a change over to the HMA for the notch in their joint. They wrote up a change order so if it fails in the next 5 years that is going to be the price it is going to cost us to fix it. It is just an amount we are holding back for their mistake. Other than that the project is pretty much completed. We have some punch list items to do; I haven't met with them on site yet. Scott and Varela were up there on Thursday and did a walk thru. Alix called me today, I am not sure when they are going to come back but she is saying maybe next week. They did the crosswalk, but it wasn't the right width. Council Member Scott Yaeger made a motion to approve pay estimate #3 to Precision Paving Plus, LLC for the Weber Rd and Galbreath Way project in the amount of \$200,300.56. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- C. Weber Rd & Galbreath Way Project-Precision Paving Plus, LLC Change Order #1-** Public Works Director Dave Breazeale stated this was what he was just talking about as far as holding back money and decreasing the contract price by \$8,000 as that is what we estimate it to cost if the notch they put in fails and we have to fix it or have it fixed. Council Member Scott Yaeger made a motion to approve change order #1 to Precision Paving Plus, LLC on the Weber Rd and Galbreath Way project and the deduction of \$7,972 due to the centerline joints not being performed as specified. Council Member Dede Boyer seconded the motion. Motion passed 7-0.
- D. Well 8 Replacement Project Bid Award-** Ben Varela stated bids were open last Wednesday for the well 8 replacement project. There were several bid schedules and an alternate. Varela is recommending awarding the low bidder Schneider Equipment, Inc., who also drilled well 9. This is contingent on Rural Development's review and approval of our award recommendation, and the City's selection of the various bid schedules. Schedule A is for a 20" diameter well, Schedule B is for a 16" diameter well and Schedules C & D are for decommissioning of the existing well 8. DOE requires to pull the old casing out but sometimes you can't pull out old well casing because they break, in that case you have to move from Schedule C to Schedule D, which is a combination of perforating the casing in the ground. Initially the council will be selecting schedule A or B

and Schedule C. Council Member Scott Yaeger made a motion the city approve awarding the contract to Schneider Equipment, Inc. contingent upon RD review and approval and the city's selection to award Schedule A, B, C, D and Alternate 1. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

- E. Food Bank Street Closure-** Chief McCormick stated Bob Shockley had gotten a hold of him and requested the food bank be able to close the street in front of the Legion Building on the West bound side for roughly 2 hours on the 17th of December for them to pass out their food baskets. They have their own cones and bollards they put up. It doesn't create a traffic problem and its on a Saturday. Cars just pull up right next to the truck. Also, the Lion's Club is going to do their modified turkey bingo with no bingo, on November 20th. They did the same thing last year where you pull in West bound in front of the Legion, stop, hand out your money, get your turkey, fill out your raffle ticket and leave. Same thing approximately 2 hours 11-1 or until the turkeys are gone. Council Member Dede Boyer made a motion to approve the street closures on West Broadway requested by Chief McCormick November 20th and December 17th. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- F. Festival of Lights Street Closure: December 3rd in the Pioneer Plaza-** Council Member Dede Boyer stated that is the day the tree is going to be lit up and there will be vendor booths, and a couple food trucks that will provide hot dogs and some Mexican food. The Senior Center will also be open and serving coffee, hot chocolate, and cookies. Vendors are setting up at 2:00pm and the festival starts at 4:00pm and will be over by 7:00pm. Council Member Debbie Chapman made a motion to allow Washington between Main and Railroad to be closed on December 3rd from 2:00pm until 8:00pm for the Festival of Lights. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0. Charles Jingling offered to be Santa Clause for the Festival.

DISCUSSION AGENDA

- A. Water and Sewer Projects Progress Update-** Ben Varela stated well 8 award processes usually take about a month by the time you get the agreements, bonds and insurance signed, plus the RD concurrence. A pre-con with the contractor in Ritzville is projected before Christmas. The contract time to actually drill the well is 180 days. The next water project coming up is the water system improvement project (water meter replacement) which is left over from the 2012-2013 project as there were several schedules in that project that there wasn't enough funding to complete. The project should go out to bid soon after the first of the year. There will need be an agreement between the city and Varela to get going on that project. Varela is working on the snaking sewer lines right now and hoping to have a redraft to the city by the end of this week or early next week. The Standpipe was completed at the end of November. Ben suggested setting a meeting with the Public Works Committee in the near future to discuss the other water projects on the list.

CORRESPONDENCE

- A.** RPDA Funding Request letter was provided in the council packets.

MAYOR UPDATES: There were no updates.

DEPARTMENT UPDATES

- A. Public Works**-Public Works Director Dave Breazeale stated they were just doing some storm clean up today and last week was kind of a short week with the holiday. One of the Wayfinding signs on Weber broke off the pole due to the high winds. The crew is also currently doing leaf pick up and winterizing maintenance work.
- B. Police Department**- Chief Dave McCormick stated Shop with a Cop is scheduled for December 11th. It will be a modified program again this year, like last year. They will assist the kids with their shopping. Michelle goes to Spokane and buys a large Christmas bag and puts all the things they will need to wrap their presents (wrapping paper, bows, tape and tags) and then send them home with their gifts.
- C. Clerk-Treasurer**-Clerk-Treasurer Julie Flyckt stated as a follow up from the last council meeting where Mike Connelly, city land use attorney, presented on the Tiff and the traffic mitigation fees, Julie met with SCJ Alliance who is the city planner per contract. After further discussion we are leaning more towards a SEPA traffic fee implementation. The Grainland Acres project has submitted a traffic study and property owner Derek Schafer said the city use the study for information in putting together the traffic mitigation fee structure. Now, we are just waiting to hear back from SCJ Alliance as they review the traffic study and what it would look like for those fee structures and whether the work would be within our current contract. SCJ Alliance has referred the city to someone that does the Tiff as they aren't an entity that has done that before. There are two grants submitted for Broadband and we are waiting to hear back on the Public Works Board application. The second grant is with the county which includes a two-phase application process. We are hoping between the two applications, we will be able to obtain funding to implement Broadband starting next year.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 7:57pm.



Michelle Asmussen, Deputy Clerk Treasurer II