

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 Barry Boyer, Jessica Quinn, Derek & Susan Schafer, Linda Schrag, Lisa Brody, Jennifer Verhey, and Dale Brown from the Cheney Free Press.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Kadlec asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag stated the finance committee met this morning, looked over the vouchers and approved everything, therefore he made a motion to approve the agenda for September 5, 2023. 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 and there were no comments and she moved on.

ACTION AGENDA

- A. Water Distribution System Improvements Project, Pay Estimate #1-POW Contracting, Inc.-** Public Works Director Dave Breazeale stated the pay estimate is for the water distribution project that is going on around town. It is the first pay estimate of several that will come to council in the future. The pay estimate is for the supplies and the potline they have done so far. POW installed two valves today and there will be more to come throughout the next couple months. Breazeale recommended paying the pay estimate. Council Member Scott Yaeger made a motion to approve Pay Estimate #1 for the water distribution project to POW in the amount of \$633,444.85 for work performed through August 25, 2023. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- B. Recreation & Conservation Office Local Parks Maintenance Program (RCO LPM) Grant Assistance Task #6 Authorization-Ardurra-** Council Member Scott Yaeger stated originally there was a task authorization for a \$25,000 grant application, which was for general and for QUADCO & TIB. Council Member Michelle Plumb found the 2023 Recreation and Conservation Office of Local Parks Maintenance Program (RCO LPM) grant for a deferred maintenance program that communities haven't been doing in parks. Council Member Michelle Plumb stated the public works committee put together a list of possible park projects to review for the grant application. Ardurra has reviewed it with RCO and the whittled down the list. If anything is touched that is over 50 years old, then a cultural resource survey must be done. On the list is fence repair, ADA upgrades to the bathrooms, electrical upgrade to the bathrooms & the gazebo, fixing the playground barrier, and possibly the picnic tables. The RCO electronic signature authorization needs to be discussed at a meeting and approved with the mayor's signature. This is due on the 15th, so it is a quick turnaround. All this does is add task #6

to that project for this RCO LPM grant assistance for \$5,500. Council Member Scott Yaeger made a motion to approve Task #6 for project 230389 of Ardurra's Professional Funding Assistance Project in the amount not to exceed \$5,500 for the RCO LPM Grant Assistance. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- C. **RCO LPM Grant Application Authorization-** Council Member Scott Yaeger made a motion for the City of Ritzville to approve the RCO LPM Grant Applications to the Washington State Recreation and Conservation Office and have the mayor sign. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- D. **Utility Payment Plan, Resolution 2023-13-** Clerk-Treasurer Julie Flyckt stated there was a utility payment plan during COVID, back when the Governor directed no utility shut offs for non-payment. There were lot of people behind on their utility bill during that time. Now that we are past COVID times we are requesting establishing by resolution a utility payment plan for those who may need it. Currently there are only five customers on utility payment plans. On the spread sheet provided it showed the plans' average amount due was around \$1,200. The total amount remaining for the five plans is around \$5,000. During COVID it was around \$32,000. There are four accounts which were sent to collection in the amount of \$6,800. During that time, 23% of the accounts past due were renter accounts. This is a utility plan that will be used as a tool to formerly work with customers who have hit some hard times and need time to pay their bill. In the contract they have up to one year to pay it off and if they default, they have to pay the full amount due. Council Member Dede Boyer made a motion to adopt Resolution No. 2023-13, a Resolution of the City Council of the City of Ritzville establishing the utility payment plan. Council Member Marsha Smith seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. **Cemetery Fee Increase-** Council Member Mike Schrag stated at the last council meeting it was suggested to have the fees shown as a 20% increase instead of a flat \$175 fee across the board. The finance committee provided a comparison of the \$175 flat fee and the 20% increase and there is not much of a difference in cost. The finance committee would like to stay at the \$175 flat fee instead of the 20%. Council Member Marsha Smith made a motion to set the public hearing for the cemetery fee increase on October 3rd. Council Member Mike Schrag seconded the motion. Motion passed 7-0. Council Member Mike Schrag moved that the consensus for the council for the cemetery fee change be \$175 across the board. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. **Ritzville Memorial Cemetery Proposal-** Council Member Michelle Plumb stated there is a cemetery grant the city can apply for up to \$50,000. Since there are several people who want to see the kiosk at the cemetery it will be helpful to know where all cemetery plots are located on a map. Plumb researched a company called ViaVista Mapping and they use ground penetrating radar to locate all of the cemetery plots. As they are walking they use gps to locate the plots and review the data with their ground penetrating radar to see if there are fallen headstones or unmarked graves. The products

they provide are online mapping services, a pdf to print a large map. The total for the comprehensive cemetery mapping services is \$52,77 and the grant only awards up to \$50,000. Plumb will probably need some help with the grant application as it asks about the percentage of military burials but some of the information is on internment.net.

Council Member Debbie Chapman made a motion to move forward with the application for the comprehensive cemetery mapping service for \$52,775. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

C. Wayfinding Gateway Sign Results- Council Member Michelle Plumb stated at the fair this past weekend, the city asked people for their input on the three designs for the sign. There was a design featuring a wheat sculpture, a design featuring some rock/basalt columns and a third option which featured brick to tie it to the downtown. There were 362 total votes on the three designs. The first vote was on the overall design concept and design #1 with the wheat sculptures won with 220 votes and design #2 came in second with 113 votes. The second vote was for the dark or light background, and the dark background won. The tag line was the last vote, and people like the phrase Welcomes You instead of using Harvest the Legacy.

D. Water Distribution Project Update-Clerk-Treasurer Julie Flyckt stated she is working with Public Works Director Dave Breazeale and Ben Varela about how to communicate when water needs to be shut off for the water distribution project. When a valve is turned off, it will affect a large area and POW will be installing multiple valves to limit the area to one to two blocks. POW and the crew will only know the day before when they are going to have to shut off water in a specific area. Notification to residents is about a day and the contractors are responsible to do the door-to-door notifications and the city will get notifications out on Facebook. The city continues to work on getting set up with the CodeRed notification system, but staff will need more training to figure out how to use the system. Deputy Clerk Treasurer I Michelle Keefer is going to set up notification on our website where people can go look and see where the next area of water shut offs will occur. Breazeale stated it is going to be a long tedious project. As the project progresses, there will be less and less people getting turned off as more valves get installed.

CORRESPONDENCE

The Ritzville Public Development Authority July 28, 2023, minutes were provided in the council packets.

MAYOR UPDATES

Mayor Kadlec stated she really enjoyed the parade, and she also has enjoyed going over the railroad crossings.

DEPARTMENT UPDATES

A. Public Works-Public Works Director Dave Breazeale stated three of the four railroad crossings were done. The railroad called Breazeale and wanted to know if the city could put barricades up so they could start the project, and he said absolutely. Meter reads will start tomorrow, and the crew and clerks have it worked out to where it is not taking much time to do with meter reads being complete in a day or two. Nick is doing meter

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box repair around town as there are a bunch of boxes that have been destroyed for years as people drive over them.

- B. Police Department**-Chief Dave McCormick stated the National Night out went very smoothly considering it had to moved indoors at the last minute because of the smoke and the weather. Chief McCormick thanked Council Members Scott Yaeger and Michelle Plumb who were there early and worked hard to help set up the event and then stayed late to help clean up. Council Members Marsha Smith and Dede Boyer, and Deputy Clerk Treasurer II Michelle Asmussen all showed up to help but helper spots were full, so they supervised a little bit. Chief McCormick met with the finance committee today to discuss the police department budget proposal.
- C. Clerk/Treasurer**- Clerk-Treasurer Julie Flyckt stated the first 2024 draft budget was provided to the finance committee. The mayor and Flyckt have finished meeting with all of the department heads and in the draft are their budget requests. The next step is to get another draft ready for the next council meeting in preparation for the budget workshop on October 6th. The 110 applications were mailed to prior applicants and those who have requested an application and posted in the newspaper. The applications are due on October 6th.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 8:01pm.



Michelle Asmussen, Deputy Clerk-Treasurer II