

OPENING OF COUNCIL MEETING

Mayor Kadlec opened the remote and in person council meeting at 7:00pm. Council members present were Michelle Plumb, Scott Yaeger, Marsha Smith, 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, City Police Chief David McCormick, and City Attorney John Kragt. City Fire Chief Joel Bell was excused. Also present was Charles Jingling, Barry Boyer, Henry Tolman, Amy Galbreath, Ben Varela from Varela & Associates, and Dale Brown from the Cheney Free Press.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Kadlec asked if there were any changes to the consent agenda. Council Member Michelle Plumb asked if we could reword the August 16th minutes, section B under the Action Agenda, it wasn't written very well for the process that needed to take place for the project we have on Main Street. First you are saying there were only 2 companies that responded then you are saying we had to do 5 bids and it just needs to be clearer. Council Member Scott Yaeger stated the second and third sentences need to be deleted. Council Member Mike Schrag made a motion to approve the consent agenda with the noted corrections for the August 16th, 2022, minutes. Council Member Marsha Smith 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. Amy Galbreath stated she would like to add another property to the nuisance property list. Mayor Kadlec asked if she would please meet with Clerk-Treasurer Julie Flyckt after the meeting to let her know which property.

ACTION AGENDA

- A. **Well 8 Rehab Pay Estimate #5-Schneider Equipment Inc.-** Ben Varela stated pay estimate #5 is for the rest of the drilling for the 20" casing, installation of 883' of 20" casing, and place 627' of grout seal. This is the pump chamber, where the pump is going to be set. It ended up at 883' not 900' because there was a good chunk under there that was making some water. Council Member Scott Yaeger made a motion for the city to approve pay estimate #5 to Schneider Water Services in the amount of \$295,471.98. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- B. **Well 8 Rehab Change Order #1-Schneider Equipment Inc.-** Ben Varela stated the change order is for the additional time and there is no additional cost associated with the change order. As far as cost, the project is slightly under budget. The project is taking longer, so the contractor sent a request for more time. This portion they are requesting now is mainly for the difficulties associated with decommissioning the original well. There were a number of casings in the old well, a 10" and a 12" and it turned out they were cemented together at some point in the history of rehabbing that well, which has happened a number of times. Council Member Scott Yaeger made a motion for council to approve change order #1 to Schneider Water Services to increase the working days by 56 calendar days pending RDs' approval. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.
- C. **Show Cause Hearing:** Mayor Kadlec opened the City of Ritzville Show Cause Hearings at 7:20pm. The purpose of the hearings 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 be abated by the city or its designees with the costs of said abatement

being charged against the said landowner. Everyone present was given an opportunity to be heard.

***304 E. Dogwood Ave:** The mayor asked if there was anyone there on behalf of the property to make a comment on the property. There were no comments made on behalf of the property owners. The mayor stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Michelle Plumb asked moving forward if we could list which part of the nuisance code and sections. Council Member Mike Schrag made a motion to pass Resolution NO. 2022-04. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

***East Cherry & Low Street Lot:** Mayor Kadlec asked if there was anyone there on behalf of the property to make a comment on the property. There were no comments made on behalf of the property owners. Chief McCormick stated this property has been this way for at least 25 years and the only thing that was an improvement was when the tree fell through the roof, and someone cut the tree up. William who has owned it for at least 40 years is in a care facility and is unable to care for himself any longer. The mayor stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Dennis Chamberlain made a motion to pass Resolution No. 2022-05. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.

***105 E. Alder:** Mayor Kadlec asked if there was anyone there on behalf of the property to make a comment on the property. There were no comments made on behalf of the property owners. Public Works Director Dave Breazeale stated there are piles of wood chips and pallets in the yard. This is a giant fire hazard in the back yard. The mayor stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Scott Yaeger made a motion to pass Resolution No 2022-06. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

***307 E. 3rd Ave:** Mayor Kadlec asked if there was anyone there on behalf of the property to make a comment on the property. There were no comments made on behalf of the property owners. Chief McCormick stated he had taken the previous Mayor up to the property and shown him where the chimney had caved in and the basement door is open, where kids come and go from there regularly, and skunks and cats as well. It is an attractive nuisance to children, and it is a health hazard and extreme fire hazard. The house is even unsafe to inspect, and I don't go in there and I won't let my police officers go in there either. The mayor stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city

council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Dennis Chamberlain made a motion to pass Resolution No. 2022-07 to include only cosmetic items nothing structural, ie: buildings. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

***508 E. 1st Ave:** Mayor Kadlec asked if there was anyone there on behalf of the property to make a comment on the property. There were no comments made on behalf of the property owners. Public Works Director Dave Breazeale stated this is a complete block of junk, debris, weeds, trees, garbage and building material. We have been after the owner of this one for years to get it cleaned up. There is someone looking to buy it but it just hasn't gone through. John Kragt stated, we can put a lien on this property if we clean it up and they don't pay it within 30 days, when /if it sells, we can get our money back. Clerk-Treasurer Julie Flyckt stated the sale of the property is selling and there is another interested buyer if the first sale does not go through as both potential buyers have met with her to ask questions about the property. The mayor stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Mike Schrag made a motion to pass Resolution No. 2022-08. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

***101 E. Birch Ave:** Mayor Kadlec asked if there was anyone there on behalf of the property to make a comment on the property. There were no comments made on behalf of the property owners. Dave Breazeale stated the property owner has passed away and he is not sure who is in charge of it now. There is a pile of debris in the back yard that is a fire hazard, and the weeds need to be taken care of. The mayor stated the Council can now choose to either (1) authorize the city clerk to proceed with the administrative abatement procedures to abate the public nuisance violation, which shall include the passing of a resolution or (2) the city council shall direct the city clerk to not proceed if they find that there is no public nuisance violation, or the city has not proceeded according to the nuisance chapter. Council Member Dennis Chamberlain made a motion to pass Resolution No. 2022-09. Council Member Michelle Plumb seconded the motion. Motion passed 7-0.

Mayor Kadlec closed the show cause hearings at 8:00pm.

DISCUSSION AGENDA

- A. Jan-Aug 2022 Financial Report-** Clerk-Treasurer Julie Flyckt stated we are at 66% to budget this time of year. The current expense fund revenue is at 71.2% which is above the 66%. The expenditures are right at the 66%. The increase in the revenue can be attributed to the increase in golf revenue. The cemetery fund is being watched closely as the expenditures are at 86.6 %, but this is due to seasonal work that occurs in that fund. The Public Work Director and Clerk-Treasurer have done some number crunching and feel the fund will stay within budget for this year, but still keeping an eye on it. The main expenditure that was occurred in the fund is building the cemetery bathroom.

There are multiple funds that won't align with the 66% because of the timing of the projects throughout the year but those funds are still on track.

- B. 2023 Draft Budget-** Clerk-Treasurer Julie Flyckt stated the draft budget process started with the department heads back in August, and the finance committee started working on it two meetings ago. The overall theme of the budget workshop training that Flyckt attended was inflation rates are elevated right now and with the increasing interest rates, it runs the risk of a recession. History has shown when inflation and interest rates are increased, it leads to a recession. In preparation for a potential recession, the Clerk-Treasurer, Mayor, and Finance Committee have reviewed the cumulative reserve, which is a reserve for the Current Expense fund. The recommendation is to have 16% of operating or two months of expenditures in the reserve fund. Based on 2021 numbers, the reserve fund is at 21%. Also at the workshop, there was a segment about the local Recovery COVID/ARPA Funds. The city can request revenue replacement and City of Ritzville is only one of three cities that did not request the revenue replacement. The revenue replacement can be up to \$10 million dollars, dependent upon how much funding each city received. Flyckt provided a spreadsheet showing current and projected revenue and expenditures for the Local COVID Recovery Fund. The revenue is \$462,161 and with the current and anticipated future expenses, the projected remaining balance will be \$315,335.02. The city could request a revenue replacement for that remaining amount. At the September 30th City Budget Workshop, department heads will present their budgets. Flyckt provided a memo showing the items that are currently impacting the Current Expense fund and the information that is still to come. On the revenue side there is a 1% new construction property tax increase that will be determined in November and sales and use tax analysis is done right up to the final budget. As for expenditures, we are waiting for the insurance rates, as those rates increase every year.

CORRESPONDENCE

- A. H.E. Gritman Senior Center budget request was in each council member's packet.

MAYOR UPDATES

DEPARTMENT UPDATES

- A. City Attorney-** John Kragt stated he didn't have a whole lot to update just working on a few things with the mayor and Flyckt. There are a few things to work on with passing the nuisance Resolutions.
- B. Public Works-**Public Works Director Dave Breazeale stated tomorrow we are doing Main Street and Blackline is coming in to do the final coat. There was a water line break at a residence. We tracked the line, way down on Peach Street, and our service line is 350' away from the house so that is how much line we have to replace. We shortened it up by 50' with the landowner moving it outside his property, it was inside his property before. A public works employee is out right now with a torn meniscus and another employee is out with the flu. We want to finish the new bracketry for the Wayfinding signs before winter. The current depth at Well #8 is 901'.
- C. Police Department-** Chief Dave McCormick stated last week the two new recruits were on the range all week. Robby scored a 99% on his final shoot and Ryan was a couple points behind him which is fantastic. This week they are up in Deer Park on a runway doing their emergency vehicle operation course.

- D. Clerk/Treasurer-** Clerk-Treasurer Flyckt stated the Springbrook Utility billing software has been going fantastic. Kudos to our fairly new Deputy Clerk Treasurer Sam as she has quickly learned the system and cleaned up a number of meter issues. Public Works crew and Sam have been working hard to try and get those issues worked out. We are still taking a little longer to get the bills out, but each time it is taking less time to get them out. We are printing the bills and mailing them ourselves as we are no longer outsourcing them. The financial reports from the new system are greatly appreciated by the finance committee and mayor as it displays the information in an easy-to-read format and provides a detailed explanation for each expenditure. Flyckt is still trying to get out of the contract with online bill pay provider Invoice Cloud so we can bring on the other vendor that syncs with the new system.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Kadlec adjourned the remote and in person meeting at 8:30pm.



Michelle Asmussen, Deputy Clerk-Treasurer II