

OPENING OF COUNCIL MEETING

Mayor Linda Kadlec opened the Remote/In Person Council meeting at 7:00pm. Council members present, in person were Scott Yaeger, Mark Weigand, Michelle Plumb, Dede Boyer, Mike Schrag and Dennis Chamberlain. Council Member Debbie Chapman was present on the phone. 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 Barry Boyer, Charles Jingling, and Derek Schafer.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Linda Kadlec asked if there were any changes to the consent agenda. Council Member Michelle Plumb stated that in the minutes under action agenda Letter A- it should be ARPA instead of ARCA funding. Council Member Dennis Chamberlain made a motion to accept the consent agenda with the noted change. Council Member Mike Schrag seconded the motion. Motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there were any questions or comments from the public. Hearing none, she moved on.

ACTION AGENDA

- A. POW Contracting, Pete's Lift Station, Pay Estimate #2-** Mayor Kadlec stated pay estimate #2 is work performed from July 1st to July 31st. The work includes mobility and admin, site work, rock excavation, manhole installation, wastewater pipeline installation, and AC pavement removal. Public Works Director Dave Breazeale stated he has not had any problems with the contractors as they have been doing the work they are supposed to and on time. They are now up on Broadway moving down Jackson today, they will probably be moving down the alleyway tomorrow. They will then move back down to do the lift station. Council Member Mark Weigand made a motion to approve the mayor to sign the Pay Estimate #2 to POW Contracting in the amount of \$277,477.82. Council Member Scott Yaeger seconded the motion. Motion passed 7-0.
- B. POW Contracting, Pete's Lift Station, Change Order #1-** Mayor Kadlec stated the change order is for additional rock excavation, in the amount \$40,500, due to adding Broadway line to the project. Council member Scott Yaeger made a motion to approve the mayor to sign the Change Order #1 in the amount of \$40,500. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- C. DOE Pete's Lift Station & Sewer Main Agreement Amendment-** Mayor Kadlec stated the project took longer than anticipated due to the addition of the Broadway line and rebidding the project. The agreement amendment changes the project completion date of June 30, 2021, to June 30, 2022. Loan repayment will now begin on December 31, 2022. Council Member Scott Yaeger made a motion to approve the mayor to sign the DOE Pete's Lift Station & Sewer Main Agreement Amendment. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.
- D. Main Avenue Certificate of Substantial Completion-** Mayor Kadlec stated the Main Avenue project is now complete, and Varela is requesting the city signs the certificate of substantial completion. Public Works Director Dave Breazeale stated he and Scott Yaeger have walked it and he feels they have done all they can do and doesn't see any problem with signing off on the substantial completion. Council Member Scott Yaeger made a motion the approve the mayor to sign the Certificate of Substantial Completion

for the Main Avenue Seal Coat & ADA Ramps. Council Member Dennis Chamberlain seconded the motion. Motion passed 7-0.

- E. TIB Application and Approval-** Council Member Scott Yaeger stated there are two applications. The first application is for 1st Avenue from Division to Palouse which has been submitted about 4 times prior. In 2016 the Palouse to Cascade portion was completed. The problem with that section of the street is there wasn't enough asphalt when we originally rebuilt it in 2001. This project will include grinding the asphalt out 3" and then put 3 "back in. An inch will be placed on top of that all the way across the road. In the past we have asked the Ritzville Warehouse to participate in trying to get additional funding for this. I asked again this year and Scott has not got an answer back yet. The total project cost is \$414,600 with the funding partners contributing \$31,095. We are only required to contribute 5%. Right now, there is a 7.5% match as we get more points if we go higher than 5%. The second application is for 6th Avenue sidewalk replacement. This project is part of the six-year road program because this is a school route. The project cost is \$465,880 and the city's 5% match would be \$24,529. This is for sidewalks and ADA ramps. It includes the whole length of the sidewalk including tree and stump removal. Council Member Scott Yaeger made a motion for council to approve the mayor to sign the TIB application forms for 1st Ave project and the 6th Ave sidewalk replacement program and also for the mayor to sign the letter committing the matching funding for TIB. Council Member Dede Boyer seconded the motion. Motion passed 7-0.
- F. Chapter 2.28 Fireworks Amended, Ord. 2155, Set Public Hearing-** Clerk-Treasurer Julie Flyckt stated we took a look at this ordinance about a month ago to restrict fireworks during a high fire danger time. There were some differing opinions on whether we restrict fireworks during high fire danger or ban them citywide. Instead of having the updates to the ordinance stalled, we thought we should have a public hearing for what is currently drafted and hear from the public as to whether they want restrictions during high fire danger or a ban citywide. Council Member Dennis Chamberlain asked if this was in the questionnaire and if not, maybe it should be, and maybe we could table this until the questionnaire comes back. Julie stated that is a great idea and will add the question to the community survey. The survey due date is August 20th and then we would set the public hearing for our 2nd meeting in September. Council Member Michelle Plumb made a motion to set the Public Hearing for Ordinance #2155 on September 21st at 7:05pm. Council Member Dede Boyer seconded the motion. Council Member Dennis Chamberlain abstained. Motion passed 6-1-0.
- G. National Telecommunications and Information Administration Broadband Grant Match-** Clerk-Treasurer Julie Flyckt stated she and Dennis Chamberlain have met with NOANET last week to start the process applying for the broadband grant. The grant application is due on August 17th, but we want to have everything completed and ready to go by August 13th. This our opportunity to get approval from city council on the match that we would put into the grant application. There are more details that we are working out as we are just starting the grant application process with them. The most important part is approval from council for the match we put into the grant. The budget is looking to be \$4.1 million to provide broadband to the entire City of Ritzville. There is a required 10% city match for that amount. That amount doesn't have to be just cash as it can be staff time as well. We do have the local recovery funds that would help support the \$410,000 that would be the 10% match if it was all cash. Looking at the recovery

fund, we have been allocated \$461,710 which we have received the first half already and will get the second half next year. Council Member Dennis Chamberlain stated the finance committee met this morning and their recommendation is to earmark a portion of the local recovery money for the NTIA Grant match. Council Member Dennis Chamberlain made a motion to approve the 10% city match of \$410,000 and approve the mayor to sign the NTIA Grant Application. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. **Community Survey-** Clerk-Treasurer Julie Flyckt stated this will be the 3rd year that we have done the community survey as a way to get public input during our budgeting process. This is the council's opportunity to look at the questions and get feedback from the public. We do see a lot of hard copy responses and we also provide it online. Some of you have sent me suggestions which are incorporated into the draft. Julie took out the questions that were not relevant from the prior year. The surveys will be mailed and promoted online next week.
- B. **Galbreath Way/Weber Rd Project Update-** Public Works Director Dave Breazeale stated they were saw cutting and there is a construction meeting tomorrow at 4:00pm. If they have fresh asphalt down, people can't drive on it so access will be limited for a period of time. For the most part they have to allow access to all the businesses.

CORRESPONDENCE

- A. **RDDA Electric Vehicle Grant Award-** The legislature approved the transfer of the grant in the net amount of \$102,900 from the RDDA to the City of Ritzville.
- B. **RPDA June Minutes-** Minutes were provided to city council.

MAYOR UPDATE


- A. **Collective Adventure Meeting-** Julie and the Mayor will be meeting with George Smith with Collective Adventure on August 4th.

DEPARTMENT UPDATES

- A. **Public Works-** Dave Breazeale stated the contractors are moving along the gravity sewer line up on Broadway onto Jackson and should be heading down the alley the rest of the week. There was a Department of Health (DOH) sanitary survey completed and we passed with not too many dings on the report. DOH comes in and checks all of the wells, booster station, goes through our records, water comp plan, and makes sure we are doing sampling, which we submit it to them every month. We have a DAM survey coming up which is submitted yearly to Department of Ecology. This year they are coming out to inspect the lagoons making sure we don't have any leaking, or burrowing animals or weeds. I have a lead and copper test coming up this month. We have been getting a lot of complaints about the downtown bathrooms constant traffic going in and out of there all night long. I am not sure what we can do about it. There is not any damage, but they are just turning the garbage cans upside down and using them for tables and throwing stuff on the floors. We have bid openings on Thursday for Well #8. We have done three new water services in the last month with new houses getting built and people coming onto the water system that weren't on it before.

- B. Police Department-** Dave McCormick stated police reform laws last week and they had a four-hour training session. The information that they used was developed by the Adams County Sheriff, Grant County Sheriff and Moses Lake Police Chief and they were gracious enough to provide them with a memory stick with the training they gave to their departments in a power point. They ended up with some questions that needed some clarification on, but the Chief has not had time to set up a meeting with the prosecutors to get some clarification on some things the officers have said "what if". A couple years ago there was a major burglary at the I-90 Greenhouse, which they worked diligently on that for months. There were two suspects that were out of Utah, and one was in state prison there. Utah and Wyoming authorities worked closely with the city police, and they found a large quantity of the stolen marijuana. The Chief spoke with one of the county prosecutors today and one of the suspects that was in the building has plead guilty to multiple felonies in Utah including possessing the I-90 Greenhouse stolen marijuana and has agreed in Utah statutes to provide restitution for I-90 Greenhouse. The only problem with that is he will be in prison for a very long time. I meet with Lexipol again they have 6 procedures left to re-write. They will implement those hopefully Thursday or Friday and the policy manual should be able to be pushed out by the 9th. It will then go to all the officers who will have 30 days to review and come up with any questions or comments. Then the Chief will take those back to the Lexipol representative. They did not receive grant funding the first round the radar application but was accepted during the second round in the amount of \$1,000. The radar purchased was just over \$1,500. Last Saturday there was a report of a stabbing at Love's. There was a motor home that had three brothers who had been drinking and fighting. It turns out that the incident was actually in the county, so the city went into the assist mode once it was determined that it was out of the city limits.
- C. Clerk/Treasurer-** Julie Flyckt stated the meter software continues to work great and the bills were sent to the mailing service earlier, which will hopefully get to customers earlier. As per the latest Governor's mandate, the city still cannot do late fees or shut offs until September 30th. The payment plan application was mailed to everyone that is currently behind on their bill. They will need to respond to that payment plan, otherwise we will start the process that we normally do after that September 30th date. We did receive the grant agreement from the Department of Commerce for the electric vehicle charging station and Julie is starting to review the documents. The grant originally was granted to the RDDA, but the legislature has now approved the grant money to go to the City of Ritzville. At the last department head meeting we launched the budget process with the department heads and next week we will have individual meetings with them to develop the draft budget. Department heads budgets are due to the Clerk-Treasurer by August 20th. On September 7th the draft budget will be provided to finance committee. The 110 fund applications will also be mailed out around August 27th.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 8:00pm.


Michelle Asmussen, Deputy Clerk Treasurer II