

OPENING OF COUNCIL MEETING

Mayor Linda Kadlec opened the Remote/In Person Council meeting at 7:00pm. Council members present were Mark Weigand, Dede Boyer, Mike Schrag, Dennis Chamberlain, and Debbie Chapman. Council Member Michelle Plumb was absent from the meeting. Staff members in attendance were Public Works Director Dave Breazeale, Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, City Attorney John Kragt and City Police Chief David McCormick. City Fire Chief Joel Bell was excused. Also, present were Barry Boyer, Marsha Smith, Heidi Hunt 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 Dede Boyer 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. Clerk-Treasurer Julie Flyckt stated the internet was not working, so if she can get it connected during the meeting, she will dial back in.

ACTION AGENDA

- A. Swearing in 2022 Council Members-** County Auditor Heidi Hunt is here to swear in the newly elected 2022 council members. The council members are Ward 3 Scott Yaeger, Ward 5 Mike Schrag, at large 2 Year Term Marsha Smith, and At Large 4 Year Term Michelle Plumb. Heidi asked the members to raise their right hand and repeat the oath after her, sign their oath document and she will get them recorded. Councilmember Michelle Plumb will be sworn in at the Auditor's office the next day. Mayor Kadlec thanked Mark Weigand on behalf of the City Council and the staff she thanked him for his years of service on the City Council.
- B. 2021 Budget Amendment Public Hearing, Ordinance No. 2158-** Mayor Kadlec opened the Public Hearing for the 2021 Budget Amendment at 7:08pm and stated everyone present will be given an opportunity to be heard. The City Council had some changes to the 2021 budget beyond the planned \$135,000 for the year. The 001 current expense fund is currently at 97% to budget, leaving 3% to cover payroll and any expenditures that will extend into the open period through January 15th. The total amendment for the 001 current expense fund is \$40,000. The 122 Utility tax fund has additional transfers beyond the planned \$135,000 for the year. The transfers include \$23,752.72 for the golf course greens, and \$7,500 for the library HVAC system. Due to the delay in TIB reimbursements, there is also a request for council to approve a transfer of \$220,000 from the 122-utility tax fund to the 103 streets fund. The total amendment for the 122-utility tax fund is \$252,000. The 304 Law & Justice fund received additional revenue and due to the increase, expenditures also increased, the total amendment for the 304 fund is \$100. The 408 Sewer fund has exceeded expenditures due to additional sewer projects that were not planned. The total amendment for 408 fund is \$220,000. At the time of the budget being approved, the council was not anticipating these expenses therefore needing the amendment. Council Member Scott Yaeger asked if this was actually transferring money from the utility fund to other funds? Clerk-Treasurer Julie Flyckt stated typically an amendment is because we have gone over our expenditures that we put in the budget, so you are just going to amend that amount. The street fund has a negative balance right now, so in order to correct the negative balance we are

requesting council to approve a transfer from utility tax to the street fund. That transfer has to be added to the amendment because we have to amend the utility tax fund where the funds will be transferred from. Mayor Kadlec asked if there were any further questions or comments for the public or from the council. Hearing none the public hearing portion of the 2022 Final Budget closed at 7:20pm. Council Member Dede Boyer made a motion to approve the transfer of \$220,000 from the 122 Utility Tax fund to the 103 Street fund. Council Member Mike Schrag seconded the motion. Motion passed 6-0. Council Member Dede Boyer made a motion to approve Ordinance No. 2158. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.

- C. **SCJ Alliance On-Call Transportation Planning Services Agreement-** Clerk-Treasurer Julie Flyckt stated the finance committee has already approved this amount because we had to get moving on reviewing the traffic study for Greenland Acres. It also includes helping us to work on the traffic mitigation fees structure. The city's land use attorney Mike Connelly came to council and spoke to council about putting this fee structure together for the city. Council Member Mike Schrag made a motion to approve the mayor to sign the SCJ Alliance On-Call Transportation Planning Services Agreement. Council Member Dede Boyer seconded the motion. Motion passed 6-0.
- D. **SCJ Alliance Comprehensive Plan Update Agreement-** Clerk-Treasurer Julie Flyckt stated in our 2022 Budget, the comp plan is within that budget. It is a 2-year project so the amount you see is for the 2 years, in the budget we planned up through phase 4. We need the approval to have the mayor sign the agreement. Alicia from SCJ Alliance let Julie know there is funding that just became available for non-planning communities to apply for a \$25,000 grant which we are going to go ahead and do. Council Member Dede Boyer made a motion to approve the mayor to sign the SCJ Alliance Comprehensive Plan Update Agreement. Council Member Dennis Chamberlain seconded the motion. Motion passed 6-0.
- E. **SCJ Alliance On-Call Agreement-** Clerk-Treasurer Julie Flyckt stated for the past 2 years we have had on call services with SCJ Alliance. This is for any planning that we need to do or any development projects that come our way like review of a short plat or SEPA. This is an agreement up to \$10,000 to be able to provide us with those services. Council Member Dennis Chamberlain made a motion to approve the mayor to sign the Amendment No. 3 Agreement for Professional Services with SCJ Alliance. Council Member Dede Boyer seconded the motion. Council Member Mark Weigand was opposed. Motion passed 5-1.
- F. **Etter, McMahon, Lamberson, Van Wert & Oreskovich, P.C. Personnel Policies Update Fee Agreement-** Clerk-Treasurer Julie Flyckt stated she wanted to hold off on this one as she was going to go back and ask them to reduce the amount because she is going to propose doing 50% of the work so we have a lower rate.
- G. **Tara Dunford Financial Consultant Agreement-** Clerk-Treasurer Julie Flyckt stated this is an agreement we have had with Tara for the past two years. She always makes it within whatever amount we need it to be, so the agreement is for \$4,950. Her rates did go up a bit but over time we are using less and less of her hours as Julie has received more training in that area. Council Member Scott Yaeger made a motion to approve the mayor to sign the Tara Dunford Financial Consultant Agreement with the City of Ritzville for 2022. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

- H. Galbreath Way & Weber Road Project- Change Order #2-** Public Works Director Dave Breazeale stated the change order is for the bollards they are going to put in. When the radius of the turnout on Galbreath Way onto Weber increased, the semis have decided to cut the corner sharper than they used to, and they are wiping out the concrete sidewalk. We need to install some concrete bollards to protect our sidewalk. Council Member Scott Yaeger made a motion to approve Change Order #2 to remove the damaged concrete sidewalk and replace the ADA ramp and install bollards for \$15,176. Council Member Dede Boyer seconded the motion. Motion passed 6-0.
- I. Precision Paving Plus, LLC Pay Estimate #4-Galbreath Way & Weber Rd Project-** Public Works Director Dave Breazeale stated they are requesting \$57,284.60 and Varela has adjusted that to \$43,841.17 that's for the deficiencies that are not corrected yet. Since we are in winter now, they can't do their joint sealing that's stuff they need to do for the final. Varela recommended paying it and I recommend paying it but reducing it by the \$13,443.43. Council Member Scott Yaeger made a motion to approve pay estimate #4 to Precision Paving Plus, LLC in the amount of \$43,841.17. Council Member Mike Schrag seconded the motion. Motion passed 6-0.
- J. Golf Course Manager Contract-** Council Member and Finance Committee Member Mike Schrag stated the committee discussed the contract proposal this morning. In his proposal Golf Manager Dan Duff has proposed a 10-11% increase in his contract, since the budget has already been passed, we would have to take something else out of current expense fund to allow this to occur to keep it balanced better. In the finance committee's discussion, they proposed a 3% increase like most of the employees except the department heads received. Council Member Scott Yaeger stated he should have brought something to council sooner than a week before budget. Mike stated there are also things in the contract that need to be adhered to as well, like coming and giving a report each year at the end of the year. Mayor Kadlec stated she was going to be working with Dan on some of these and bring up the importance on staying on time and submitting things on time. Council Member Dede Boyer made a motion to approve the Golf Course Manager Contract for 2022. Council Member Mike Schrag seconded the motion. Motion passed 6-0.

DISCUSSION AGENDA

- A. 2021 Financials Report-** Clerk-Treasurer Julie Flyckt presented the 2021 financials report. The financials are through the middle of December and the numbers will keep changing until the end of the year is closed out. In January, Julie will give a final report to council.

MAYOR UPDATES:

Mayor Kadlec stated she wanted to take this time to thank Julie for all the hours she put into the budget.

CORRESPONDENCE

- A. RPDA November Minutes:** provided in council packets.

DEPARTMENT UPDATES

- A. City Attorney-** John Kragt stated the city prosecutor has taken a job as a judge. John and Mark are working on finding a new prosecutor. John stated they might have found

somebody and will be meeting with them tomorrow. He has about 30 years of prosecuting experience for different municipalities.

- B. Public Works-**Public Works Director Dave Breazeale stated we kind of got stuck with the first snowfall with it coming in the middle of the day any everyone was driving on the roads, it got everything packed down before we got it plowed off. They got Pete's Lift Station online Friday, but Dave has had nothing but call outs and alarms since then. Dave is working the engineer, the contractor, the control guy, and the generator guy on the issue. They are going to be here tomorrow to fix that before the holiday weekend hopefully.
- C. Police Department-** Chief Dave McCormick stated he thinks they are on track to have a Civil Service exam sometime hopefully the middle of January and move forward with hiring a couple positions. Right now, the Law Enforcement Academy is full through April, and to get a slot he needs to provide names. He is contemplating sending both positions at the same time to just not drag it out. He spoke with Allen Bateman, the man who owns FCI, where we get our used cars. The police department is on the list for 2 cars, and he has some coming in from Pasco again.
- D. Clerk-Treasurer-**Clerk-Treasurer Julie Flyckt stated we will be closed this Thursday and Friday and then the following Friday for the upcoming holidays.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 7:50pm.



Michelle Asmussen, Deputy Clerk Treasurer II