

OPENING OF COUNCIL MEETING

Mayor Linda 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, Debbie Chapman, and Scott Yaeger. Staff members in attendance were Clerk-Treasurer Julie Flyckt, Deputy Clerk Treasurer II Michelle Asmussen, Deputy Clerk Treasurer I Michelle Keefer, City Police Chief David McCormick, Public Works Director Dave Breazeale, and City Attorney John Kragt. City Fire Chief Joel Bell was excused. Also present were Barry Boyer, Steve Meye, Jeff Kissler, Pete Spain, and Lisa Brody.

ACCEPTANCE OF THE CONSENT AGENDA

Mayor Linda Kadlec asked if there were any corrections or additions to the consent agenda. Council Member Mike Schrag made a motion to approve the consent agenda for April 18th, 2023, as presented. Council Member Dennis Chamberlain seconded the motion. The motion passed 7-0.

PUBLIC REQUESTS AND COMMENTS- Mayor Kadlec asked if there was anyone who would like to make a comment. Hearing none she moved on.

PROVLAMATION

- A. **Arbor Day Proclamation-** Mayor Kadlec read the Arbor Day Proclamation for the 28th of April 2023.

ACTION AGENDA

- A. **Streets, Sidewalks and Storms Drainage System Engineering Services Award-** Council Member Scott Yaeger stated the city went out to bid for streets, sidewalks, and storm drains and water and sewer projects are handled by Varela Engineering. There were eight SOQs received and the Public Works Committee and Dave Breazeale evaluated and ranked those companies. Out of the eight, two firms were selected to interview which are Varela & Associates and Ardurra (originally TO Engineering). Dave, Michelle, and Scott scored the two companies as there were interviewed and Ardurra stood out above Varela. It is the Public Works Committee recommendation to award streets, sidewalks, and storm drainage to Ardurra. Council Member Scott Yaeger made a motion to approve awarding the engineering services for the streets, sidewalks and storm drains to Adurra of Spokane, WA. Council Member Mike Schrag seconded the motion. Motion passed 7-0.
- B. **Crack Sealing Agreement-BCV, Inc.-** Council Member Scott Yaeger stated since TIB has now awarded funding for the crack sealing project it can now move forward with the lowest bidder, which was BCV, Inc. The project includes crack sealing joints, all the traffic control, all the crack seal material, and everything by the lineal foot for cracks on the east/west streets from 1st street up to 11th Street. The north/south will be catching the streets that the city hasn't crack sealed. Their bid was \$.36, as the contract says per lineal foot. This bid was awarded at the last council meeting, and we received approval to go ahead and award the contract with BCV as TIB has now approved it. The next step is approving the agreement with BCV. Council Member Scott Yaeger made a motion for the mayor to sign the contract between the City of Ritzville and BCV, Inc. for a unit price of \$.36 per lineal foot. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

DISCUSSION AGENDA

- A. Housing Action Plan-** Aren with SCJ Alliance presented the overview of the Draft Housing Action Plan. The plan has been in draft form for a few weeks now after going through a number of workshops with city staff and planning commission. All of this results from the public engagement that was done last summer through two surveys and an outreach event at the fair. There was a baseline assessment completed looking at city demographics and an in-depth analysis of the housing stock. All of that has come together in what is called the housing needs assessment, that's the supply and demand that discusses the analysis of the housing gaps in the community. The report also covers the results of the survey, the result of the stakeholders' interviews and the in-person engagement from last year. The main part of the plan are goals, strategies and implementation sections that identify how to move forward with housing in Ritzville. There is a significant mismatch between household size and housing unit size, with nearly 75% of Ritzville's households made up of 1 or 2 people. Whereas 45% of the housing units are studio or 1- or 2-bedroom units. That mismatch suggested that there is a need for smaller housing units in the city, which can also help with affordability and upkeep. The population projection looking out 20 years is moderate growth as the plan projects 227 new units needed by 2042 to meet the projected population. The main goals that guide the strategies of the plan were the goals required by the Department of Commerce Grant that funded the plan: which are the plan needed to increase the supply of housing to serve the housing needs identified, increase variety of housing types to serve the housing needs identified, accommodate moderate-density housing options within urban growth areas, and minimize displacement of low-income residents resulting from redevelopment. The strategies are broken down into six sections and then there is sub-action which provides specifics in the plan of how the city can go about implementing and acting on these items. The strategies are to amend the City's development regulations (city code), pursue partnerships, dedicate city resources, 4) encourage downtown redevelopment, encourage maintenance of the existing housing stock, minimize displacement. The final item is the adoption of the plan by council in May after the SEPA is completed. The plan has to be complete by June 30th per grant requirements.
- B. Hazard Mitigation Plan-** Clerk-Treasurer Julie Flyckt stated she asked Deputy Clerk Treasurer Michelle Keefer to join us tonight to present the plan. Keefer stated the planning process has been led by Adams County Emergency Management. The portion of the plan provided to council is the City of Ritzville's Annex section which is a section of the overall Adams County plan. The plan focuses on hazards that could be prevalent or possible in our area. This is a review of current plans and programs that support or enhance hazard mitigation. It also highlights past and potential natural hazards, i.e., fire, flooding, and severe storms. At the end there are the strategies and actions. On page 16 are the strategies with one of those being everyone that contributes to this has to engage in the plan maintenance. On page 17 there is action R-8 which is research and implement emergency alert notification system. Keefer has researched five different companies that have different ways the city can alert the public to mass hazards or anything that needs to be communicated to the community all at once. The plan is currently being reviewed and approved by FEMA. After their approval, the first

jurisdiction that can have their local government adopted by resolution will set the date for the plan maintenance in the future.

- C. Gateway Sign-Updated Image Group Budget Proposal-** Council Member Michelle Plumb stated she spoke to Bart with Image Group on the phone about the questions that were brought up at the last council meeting regarding what the total cost included. The cost includes labor and materials for the sign that goes towards a contract administration. Image Group will give the city the shop plans and at that point the city will have to do a bid process. If they end up getting the bid that cost will go down because there is less work on their part. Plumb provided the professional services contract which has not gone to the attorney yet and funding has not been approved by Innovia yet. Clerk-Treasurer Flyckt stated Innovia had a question about whether the project funding would be available to complete the project as they would fund the design portion. The plan will be to submit a 110 application in the fall for tourism funds, to help fund building the sign. Council Member Scott Yaeger stated to ask Image Group to update the contract to show the first six items on the timeline to be task one and from manufacturing down on the timeline would be task two.

CORRESPONDENCE

Mayor Kadlec stated the Planning Historic Commission March 2023 minutes were in the council packets.

MAYOR UPDATES

There were no Mayor Updates.

DEPARTMENT UPDATES

- A. Public Works-** Public Works Director Dave Breazeale stated they received their vehicle counters from Quadco. The goal is to get numbers to provide in future grant requests for roads, streets, and sidewalks. Breazeale received a contract from Avista today for the EV Charging Station and sent it to the attorney to review. The agreement will be provided to the council at the next meeting for approval.
- B. Police Department-** Chief Dave McCormick stated the speed trailer is out now and it will be moved around different problem areas. About 90% compliance has been received from vehicles that have been tagged on the streets south of Main, and the north side of town has not been complete yet. The hulk slips have all been processed for all of the vehicles that are out at the car corral behind the sewage ponds. Breazeale will contact the guy that wants to come and get them. Two police vehicles were sent to Spokane Auto Care in Spokane for some major work. Chief McCormick thanked Breazeale and his crew for loading them on a trailer and taking them to Spokane and will be picking them up when they are done. Friday morning, call was received about a man that was on the phone with hospital staff and threatened to kill one of the staff members and then had another conversation with another staff member. It was all about his medication not being filled and it had actually already been called in. He was picked up in Lind, where he lives, about three or four hours later when the Sheriff had enough personnel to go pick him up. He is a multiple law enforcement contact, and you don't go deal with him with one or two officers. He was taken into custody without any complications and transported to the Franklin County jail where he was booked for a felony of harassment for threats to kill. The prosecutor called me Chief McCormick and advised him he had

been released without formal charges. The police department has received two cases of Narcan for free from Integrated Health Services. Officer Carlson is going to take a four-hour presentation and condense it into a ten-minute presentation on identification of the drugs and the effects of someone on them. It will probably be done on the first of next month to be presented at the next fire meeting. Then Narcan will be passed out to go on the fire trucks.

- C. **Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt stated the utility billing clerk Sam has accepted another job and her last day is tomorrow. Deputy Clerk Treasurer I Michelle Keefer is now shifting to utility billing at this time until someone is hired for that position. Deputy Clerk Treasurer II Michelle Asmussen is also taking on a number of utility billing tasks during this time. The job is posted on Facebook and the city's website and advertised in the Adams County Journal. Flyckt started conversations with the Finance Committee about how the Clerk-Treasurer is doing city planning 25 hours a week now. Flyckt is on the phone every day with the developers and others that are doing other land actions. When you have a Clerk-Treasurer also doing city planning for that amount of time a week, there are other tasks in the Clerk-Treasurer role that are not being done. Flyckt informed the council the first utility bills after winter average billing went out with actual readings since the meters are not read in the winter months. On Monday there was a high call volume as people were asking about their bills. Most people had easy questions and felt good about their bills. There were a few accounts where the meters were rechecked. There is one person who signed up for a utility workshop on Thursday, but that is the only person that has signed up. At the planning commission meeting last week there was a shop variance with three different variance elements for the shop height, a setback requirement, and a side access requirement. The planning commission did not approve the height or the reduced rear yard setback but they did approve the side access.

ADJOURNMENT-With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 8:10pm.



Michelle Asmussen, Deputy Clerk-Treasurer II