

**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, Debbie Chapman, and Dede Boyer. Council Members Scott Yaeger and Dennis Chamberlain were present remotely. 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 was Rod Larse from the Adams County Journal, Charles Jingling, Bruce Benzel and Barry Boyer.

**ACCEPTANCE OF THE CONSENT AGENDA**

Mayor Kadlec asked if there were any changes to the consent agenda. Council Member Mike Schrag made a motion to approve the consent agenda as presented. 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. Charles Jingling stated he was just reading the nuisance proposal to help clean up Ritzville and all these properties that need help. He thanked the council as he is glad that something is being done. Rod Larse (private citizen) stated he noticed that there is no mention of a web page in the golf course agreement, and he would suggest the council maybe consider that. There is a golf Facebook page that hasn't been updated since 2020. There is also a golfritzville.com, which is where the payment gateway is but the pictures on there aren't even from our golf course.

**ACTION AGENDA**

- A. **Golf Course Agreement-** Council Member Scott Yaeger stated we have discussed this agreement the last two meetings, and it has been given to City Attorney John Kragt to look over. This agreement was just to help fill the gap until somebody else can be found to run the restaurant. This is not a complete draft as there are question marks in different places for terms. Bruce Benzel stated since he was here last time a lot of things have happened. He stated he thought the Ritzville Golf Association (RGA) was going to operate the club house and hire someone to do the cooking. When he was here last time, Council Member Dede Boyer said she knew somebody who was going to get in touch with us. The lady did and the RGA has spoken to her twice, and they have come to an agreement to have her operate the clubhouse. She has a food service operation in Moses Lake, and she wanted to expand her business. She came and looked at the clubhouse and decided she wanted to do it. The draft agreement with the city mentions a sublease and that is what the RGA would like to do which includes leasing the club house from the city and then sublease it to her. Then the RGA could have some control over it as well as the city. The issue now is getting the health permit from the Health Department, and she is in the process of doing that. She contacted them last week and they advised her, it would be between the middle or end of May before they could come up and look at the kitchen. She wasn't actually going to be able to be open until the 1<sup>st</sup> of June so that will give her time to get ready. In the meantime, the RGA is taking greens fees. They are still having issues with the internet, and they don't know what they can do as its difficult when you swipe a card, and it does not connect to the internet. That's an issue that needs to get solved to function properly. Councilman Yaeger stated we need to sign the agreement that is in front of us so that everyone is

covered moving forward, and then we need to see the agreement between them and the sub-leaser before we sign another rental with the dollar amount on it. Bruce stated he has spoken to John Kragt and he said he would write something up that should satisfy all the parties involved. Council Member Mike Schrag made a motion to table the Golf Course Agreement until next meeting. Council Member Dede Boyer seconded the motion. Motion passed 7-0.

#### DISCUSSION AGENDA

- A. Amending Chapter 3.36 Nuisances, Ordinance No. 2159-** Mayor Kadlec stated the nuisance ordinance has been in the process of being revised for the past two to three years now and she believes this is an ordinance with some teeth in it. Council Member Michelle Plumb stated the only thing that is left is confirming whether the lien process is doable as last time John Kraft reported, there was conflicting information from the county treasurer. Once that comes back to us, then we will put this to the council for a public hearing. Council Member Dede Boyer stated she had a question where it states the requirement for a fire permit. Chief McCormick stated he is unaware of a permit process, and he doesn't believe the city wants to enter in another ordinance that requires another permit because then the city will have to manage the permit process. The process has always been to call dispatch and tell them who you are, where you are at, what you are burning and tell them you will be there with a hose all the time it is burning to make sure it doesn't get out of control, and you will call when it is out. Chief McCormick stated it should follow what DOE allows to be burnt which is garden waste only and the maximum size of the fire can't exceed 3'x3'x4'. He stated he believes those two changes should be made in addition to removing the "sawdust, refuse, or any other material without a permit".
- B. Financial Software System-**Clerk-Treasurer Julie Flyckt stated the Finance Committee, the mayor and Flyckt have been reviewing switching to a new software system for the last two months and that committee has reviewed all of the material provided to council. One of the documents includes issues with the current financial system. The next document talks about the benefits of Springbrook Express, which includes the utility and financial system called (BIAS). It is a system that would replace all of our current software systems and it is highly recommended from our state auditor's office. Some of the system benefits include being able to do the daily deposit within the system, and reconciliation is done right on the main screen. These are two components that is very important for accurate financial reports. Flyckt also provided a Financial Software Proposal and Cost Comparison showing the cost of switching to a new system. The city will also have to replace the server by next year because it will no longer be supported and is also listed in the cost proposal. The recommendation is to purchase two refurbished servers where one will be housed at city hall and one to be housed at another location as a backup in case of some sort of flood, fire, etc. The finance committee reviewed purchasing a new server but there is no point in getting a new server when the refurbished servers will work just fine its what the city has purchased in the past. The total cost of implementing the new software system and purchasing the two servers will be \$56,664.11. That amount will vary depending on when we the new system is implemented. The Mayor, Flyckt and the Finance Committee recommend using the local recovery funds which need to be spent before 2024. The council has allocated the Broadband match for these funds and there will still be money sitting in

the fund to be used. By purchasing Springbrook Express, the city will also use a different IT company which will be a lower annual cost. The current next steps are for the Finance Committee to review the BIAS and Data Pro agreements. At this point there is not a vendor selected for mailing bills, but the city may move to mailing bills in house again.

**CORRESPONDENCE:**

- A. RPDA March Minutes were provide in the council packets.

**MAYOR UPDATES**

- A. **Golf Course Property-** Mayor Kadlec stated talking with Dan Duff and the school will approve gifting the triangle of land outside of Palouse street to the Golf Course. The School Office Manager Kris Robbins and the Clerk-Treasurer Julie Flyckt will get together and exchange the information that is required. The city will be responsible to pay for the survey. Dan Duff has started to contact companies regarding a proposed building, and he has received an estimated from \$75,000-\$125,000. He wants to follow up with Dale Swift who was interested in putting together a deal. Council Member Scott Yaeger felt Varela or the land surveyor they use would probably be the cheapest, and to maybe check with them first. Council Member Michelle Plumb stated there was already a survey done on that area back in 2012 that was never recorded as Larry had her scan it. Mayor Kadlec stated the next thing on the agenda was Mike Schrag has recommended Michelle Balfe be appointed to the Tree Board. Mayor Kadlec recommended the appointment of Michelle Balfe-Keifer to the Tree Board. Council Member Mick Schrag stated we have been a member of Tree City USA for 12 years, and part of that is to honor Arbor Day on Arbor Day. This year it was a nice day, we had thirty 5<sup>th</sup> graders from the middle school, we met at city hall and had a program for them. We talked about the purpose of Arbor Day and awarded a few kids with gift cards from the Boxwood for the essays they wrote. They planted four trees on East Main Avenue, and the kids all got a seedling to take home and plant.

**DEPARTMENT UPDATES**

- A. **Public Works-**Public Works Director Dave Breazeale stated last week was clean up week on appliance day and 96 appliances were hauled away. They ranged from a little AC to a great big Pepsi cooler. Dave contacted a local guy who contracted with the city to take all the appliances for free and then he hauled them all to Moses Lake and he got paid for them. The crew continues to work on the city hall deck, and they are going to start putting the braces on. Dave finally got through to the Wayfinding company and the signs are ordered and should be here anytime. There was gentleman who knocked one of the Wayfinding signs over with his backhoe, broke it in half, and he got the bill today. The cemetery bathroom is done minus the outside paint. The inside is painted, everything is mounted, and Nick has been caulking the joints outside and as soon as the wind stops, he will paint it. Up on Weber & Division they started moving rock. Once that is done, the crew will throw some grass down and then they will put trees and bushes in. The #8 well is finally decommissioned. They are going to start drilling tomorrow and they hope to be drilled to 900' by the end of the month.
- B. **Police Department-** Chief Dave McCormick stated the two new officers have been going to Othello training with the Sheriffs range officers and they will be here Friday at our range. They should be qualified to carry their side arms by the end of that training. Matt's car is down again, and Chief McCormick put the payment to Bud Clary on hold.

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Robby has determined what he thinks what is wrong with the car so the parts have been ordered and he is going to put those in and then they will put that car back in service and closely monitor it with the electronic equipment that Matt owns. They are having mud wars at the school tomorrow afternoon at 1:30pm and they would like to have a couple officers up there if possible. I told them that I would send Rob and Ryan up there. Law Day is scheduled for May 17<sup>th</sup> at the courthouse. That is when the Sheriff brings his "new toys" up and we take a car over and let the kids go through that. They get to sit in on a superior court case to educate the kids. The guys started tagging the vehicles that are on the street again and we have to move slowly on that so we don't overload our two tow truck operators with a bunch of cars they will have to impound for us and not get paid. Most of them people have moved them when they see the tags.

- C. Clerk/Treasurer-** Clerk-Treasurer Julie Flyckt reported the full time Deputy Clerk Treasurer I position was posted a few weeks ago and it will close this Friday, but it will remain open until filled. The part time clerk Eliza has now been moved to full time position, but she will be leaving to go back to College in August. We are trying to narrow down some issues we are having with some meter readings and there have been a number of accounts that I have taken time to put into a spreadsheet to make sure their bill is correct. What I am seeing is if the meter reads are inaccurate then their bill is inaccurate, but we are trying to narrow down what is the rhyme or reason to why those bills are off. It is just a portion of our customers, so we are trying to figure out the logistics. If you hear from people that are frustrated about their bill, please have them contact me so I can look it over.

**ADJOURNMENT-**With no further comments or business to come before the council, Mayor Linda Kadlec adjourned the remote and in person meeting at 7:58pm.

  
Michelle Asmussen, Deputy Clerk-Treasurer II