

City of Medical Lake  
Special Council Meeting Minutes  
September 20, 2016

Mayor Higgins called the Special Meeting to order at 5:05 pm. The Council and Staff said the Pledge of Allegiance.

**Council present:** AJ Burton, Shirley Maike, John Paikuli, Laura Parsons, Jessica Roberts, Elizabeth Rosenbeck, Destiny Stein

**Staff present:** Doug Ross, City Administrator

**Others present:** Cheney Free Press, Residents

**Additions to the agenda:** None.

**SCHEDULED ITEMS:**

**1. Mayor's Welcome**

Mayor Higgins began by stating that the purpose of the budget workshop was to share what his and the Council's upcoming year's budget priorities are. Mayor Higgins informed the Council that the 2017 budget expenditures and revenues will be very close to that of the 2016 Budget as revenues tend to be consistent from year to year. The Mayor also stated that the number of full-time employees will remain unchanged from 2016.

**2. City Administrator's Opening Remarks**

City Administrator Ross provided the Council with a copy of the 2016 Budget for reference and a copy of the 2017 Budget calendar. Administrator Ross stated that department heads understand that the City had a large capital outlay year in 2016, with the purchase of the road grader and pending purchase of Fire Dept. air tanks, and capital outlay dollars will be limited for 2017. Administrator Ross reminded the Council that the second half of the air tank purchase will need to be budgeted for (\$100,000) in 2017, and reminded the Council that each committee will have a chance to ask their respective department head about details of their proposed budget.

**3. Roundtable Discussion Items**

Mayor's Budget Items

Mayor Higgins stated that some of his priorities for 2017 include maintaining the summer laborer position for the purpose of upgrading water meters, renewing the expiring Union Contract, and exploring the possibility of partnering with the Medical Lake School District for an after school recreation program.

Street Department Priorities

Administrator Ross stated that priorities for 2017 were to complete grant funded street repairs and continue to repair damaged sidewalks. Councilmember Roberts asked about the possibility of installing a new crosswalk across SR902 at Graham Rd. Administrator Ross told Councilmember Roberts that even though kids cross at that location, that is not a location the City should be directing them to cross at as it leads to private property and the railroad tracks on the other side.

### Finance Department Priorities

Administrator Ross stated that priorities include hiring a Finance Director, full implementation of the new software and increasing training for the current staff.

### Fire/EMS Department Priorities

Administrator Ross stated the main priority in 2017 is to fund the replacement of the second half of air tanks and to increase the number of volunteers.

### Park & Recreation Priorities

Administrator Ross stated that the main priorities for 2017 include upgrading the playground equipment at Wilcox Park and replacing the interpretive trail signs. Mayor Higgins stated that the infields of the softball fields at Waterfront Park need to be re-surfaced and should also be a priority. Councilmember Parsons asked if staff could look into what could be done to improve or even vacate Pepper Park.

### Water/Sewer Department Priorities

Administrator Ross informed the Council that all replacement vehicles due to the maintenance shop fire have been purchased and the shop should be ready for occupancy sometime in October. Priorities for the department are to continue to upgrade water meters and to plan for a fixed-based meter reading system (meters would be read automatically from a fixed location like the water reservoir).

### Council Comments

Councilmember Roberts asked if the existing dirt path on the north side of Shepard Field leading to the walking trail could be paved. Administrator Ross responded that it was something that the public works staff might be able to do without hiring it out. Councilmember Roberts also asked if the lake aerators would need to be replaced any time soon. Administrator Ross responded that the City has an annual maintenance contract with Solar Bee, the company that built the aerators, to ensure they stay in good working order. Administrator Ross stated that eventually, as funding allows, that two additional aerators could be installed on the lake. Councilmember Roberts also asked about the Council going paperless and using notebook computers simplifying packets in the future. Councilmember Maiké voiced a concern about paying attention to the notebook when residents or speakers were addressing the Council.

Councilmember Maiké stated that she would like to see the City move towards curb-side composting and the elimination the compost trailers.

Councilmember Parsons asked about having the City entrance signs lit. Administrator Ross stated the sign on SR902 at the east entrance of the City is and that the lights may be burned out. Administrator Ross also stated that a long term goal is to replace and modernize all of the entrance signs.

**Adjournment:** Councilmember Paikuli motioned to adjourn the meeting at 6:14 p.m. Councilmember Burton seconded. All voted aye.

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Mayor

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City Administrator