

**City of Medical Lake
Regular Council Meeting
November 15, 2016**

Mayor John Higgins called the regular meeting to order at 6:30 pm. The Council, staff and audience said the Pledge of Allegiance.

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

Staff Present: City Administrator Doug Ross, Fire Chief Jason Mayfield, City Attorney Cindy McMullen, Finance Director Karen Langford

Others Present: Residents and Cheney Free Press reporter

Additions to the Agenda: None

Excused Absences: None

Approval of Minutes: Council Member Parsons motioned to approve the November 1, 2016 minutes. Council Member Stein seconded. All voted aye.

Interested citizens: None

SCHEDULED ITEMS:

Mayor's Report:

1. Proclamations, Presentations and Recognitions:

a.) Department of Emergency Management (DEM) Presentation

Ed Lewis, the Deputy Director for the Department of Emergency Management, gave a presentation on the functions and operations of their department. DEM's main function is to facilitate and coordinate relationships in times of catastrophic events. They bring people together in an attempt to get a constant flow of information that can help and support the decision making process. They also help in the allocation and tracking of resources in time of crisis. They work closely with the National Weather Service to track alerts and warnings and help in the activation of the Emergency Management System.

2. Appointments: None.

3. Meetings and Other Information: None

4. Staff Report: None

Finance Committee Report: Council Member Maike gave an update on the new computer system, and informed the Council that the new utility bills were sent out this month and that online payments are anticipated to be available around the first of the year.

1. Public Hearing: 2017 Preliminary Budget:

Mayor Higgins opened the public hearing at 7:03 p.m., there were no public comments. Council members had the following comments:

Council Member Parsons:

- Asked what the City Assistance Program was. City Administrator Ross explained it was developed to help fill the funding void left when revenue sharing was discontinued by the State;
- Asked what dues and memberships are paid out of the Legislative Fun. Administrator Ross answered they were membership dues to AWC and MRSC.
- Asked if the Law Enforcement contract increase of approximately \$46,000 was correct. Administrator Ross answered yes.
- Asked what Items for Resale was in the Water/Sewer Fund. Administrator Ross answered that it is the line item that water meters are purchased and paid for out of when they are to be installed in newly built homes or businesses.

Council Member Roberts:

- Stated she would like the Council to have more training. Administrator Ross said he would check with AWC for upcoming Council training;
- Asked about City Hall Office Supplies, what they were. Administrator Ross answered it was copier paper, envelopes, general supplies for all of the departments in City Hall.
- Asked if money had been included in the Parks Capital Outlay line item for new playground equipment at Wilcox Park. Administrator Ross answered yes.
- Asked why money was added to the jail cost line item within the Public Safety Fund. Administrator Ross stated that the City has incurred more jail costs this year than budgeted for, and added additional funds to the line item for 2017 as a result.

Council Member Rosenbeck:

- Asked how Staff could tell that jail costs were higher this year. Administrator Ross stated that staff had reviewed the jail bills and new that the yearly total would be greater than the amount budgeted. Administrator Ross also explained that typically during the budget process the Council is given a year to date expenditure report where they can how much money is being spent from each line item. Due to switching billing and utility software mid-year, that report was not available.

Council Member Paikuli:

- Asked why there was a portion of the City Administrator's salary in the Water/Sewer Fund. Administrator Ross stated that the City Administrator is also the Public Works Director, and as such a portion of that salary should come from the Water/Sewer Fund.

Mayor Higgins closed the public hearing at 7:25 p.m.

2. Ordinance 1052: Adopting the 2017 Budget; First Reading.

Council Member Maike made a motion to approve. Council Member Paikuli seconded. All voted aye.

Planning Commission Report: None. There will not be a meeting for the month of November.

Parks and Recreation Committee: Council Member AJ Burton reported all bathrooms at the parks will be closed and winterized by November 18, 2016.

Public Works/Recycling Committee Report: Council Member Parsons reported the yard waste trailer is now closed, all the roads and sidewalk projects are completed and everything has now been moved back into the restored maintenance shop. Missy Johnson is the new clerk that has been hired, and will start December 1, 2016.

Public Safety Committee Report: Council Member Paikuli reported the Medical Lake Fire Department run stats for October 2016 consisted of 62 incidents for the month.

Members Report: Council Member Roberts stated she attended the funeral for a recently departed fire fighter, and how inspiring and moving the service was. Council Member Rosenbeck requested clarification on protocol for informing the city in reference to late or emergency excused absences by city council members. City Administrator Ross informed city council members to call him on his direct line at city hall and leave a message, if something should come up last minute.

Consent Agenda: Council Member Maike moved to approve Claims in the amount of \$195,345.06. Council Member Paikuli seconded. All voted aye.

Old Business: None

Executive Session: None

Adjournment: Council Member Paikuli motioned to adjourn. Council Member Burton seconded. All voted aye. Meeting adjourned at 7:35 PM.

Mayor

Finance Director