

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting**

6:30 PM  
December 01, 2020

Council Chambers  
124 S. Lefevre Street

**MINUTES**

**NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.**

**COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT**

Councilmembers

Elizabeth Rosenbeck  
Heather Starr  
A.J. Burton  
Don Kennedy  
Art Kulibert  
Jessica Roberts  
Tony Harbolt

Administration/Staff

Shirley Maike, Mayor  
Doug Ross, City Administrator  
Karen Langford, Finance Director  
Kendel Froese, City Attorney

**1. Call to Order, Pledge of Allegiance and Roll Call**

Mayor Maike called the meeting to order at 6:30 PM.

A. Additions to Agenda: None

B. Excused Absence(s): None

**2. Approval of Minutes**

1. November 17, 2020 Council Meeting

Councilmember Roberts moved to approve with amendments. Councilmember Starr seconded.

Motion carried (7-0).

**3. Interested Citizens: Audience Requests and Comments:** None

**4. Scheduled Items**

**A. Mayors Report:**

- Mayor Maike and City Administrator Ross continue to participate in the Spokane Regional Health District remote Covid-19 meetings. Mayor Maike reported that during the most

recent meeting United Way gave a presentation on the financial impact the virus has had on families.

- City of Spokane Mayor Woodward organized a Regional Mayors Meeting that is held every month. All the Mayors agreed to send a letter encouraging local, state and federal representatives to pass a stimulus package.

1. **Proclamations, Presentations and Recognitions:** None

2. **Appointments:** None

3. **Meetings and Other information:** None

4. **Staff Report**

- City Administrator Ross spoke on being frustrated with the Spokane Regional Health District's messaging about COVID-19.
- Mayor Maike stated that the West Plains Chamber of Commerce was putting out a notice for Business Assistance Grants for small businesses needing help. Greater Spokane Inc. is also doing the same.

## **B. Finance Committee Report:**

1. Ordinance 1086: Amending the 2020 Final Budget; First Reading

Councilmember Rosenbeck moved to approve. Councilmember Kennedy seconded. Motion carried (7-0).

2. Ordinance 1087: Setting Salaries for 2021; First Reading

Councilmember Rosenbeck moved to approve. Councilmember Burton seconded. Motion carried (7-0).

3. Resolution 528: Setting Administrative Fees and Charges for 2021

Councilmember Burton moved to approve. Councilmember Roberts seconded. Motion carried (7-0).

4. Resolution 529: Setting Utility Fees and Charges for 2021

Councilmember Starr moved to approve. Councilmember Roberts seconded. Motion carried (7-0).

- City Administrator Ross updated the council on the City's 2020 Utility Relief Grants being offered to those utility customers who would have had their water service

discontinued on November 15<sup>th</sup> due to non-payment. 127 grant applications were delivered to those who qualified with approximately half being returned. Ross noted that many grant eligible residents paid their bill in full or brought their bill current without applying for the grant.

- City Administrator Ross thanked City Utility Billing Clerk Felicia Irish for the tremendous amount of help she provided throughout the grant application process.

**C. Planning Commission Report:** None

**D. Parks and Recreation Committee Report:**

- City Administrator Ross said that signs for the walking path should be going up next late spring/early summer.
- City Maintenance is looking to reduce the cost of the new picnic shelter at Waterfront Park that will replace the one destroyed by a tree earlier in the year.

**E. Public Works/Recycling Committee Report:**

- The yard waste trailer is closed for the season.
- City Administrator gave a snow plowing update and thanked the maintenance crew for their efforts. Ross also stated that he hopes to transition away from using sand at intersections in favor of using salt.

**F. Public Safety Committee Report:**

- Spokane County Fire District 3 has moved into Medical Lake Station 311.

**G. Members Report:**

- Councilmember Roberts confirmed her resignation and her last meeting will be December 15, 2020.
- Fire District 3 is still deciding on the Santa visit this year, and City Administrator Ross thanked them for helping Re\*Imagine Medical Lake set up the Holiday Village at Coney Island Park.

**H. Consent Agenda**

1. Approval of Claims

**Claims:** Warrants **36383** through **36415** in the amount of **\$88,451.89**.

**Payroll Claims:** Payroll Accounts Payable Warrant **36373** through **36382** and payroll claims **12265** through **12271** in the amount of **\$124,649.43**.

Councilmember Roberts moved to approve the consent agenda. Councilmember Rosenbeck seconded.  
Motion carried (7-0).

**I. Old Business:**

1. Ordinance 1085: Setting the Final Budget for 2021; Second Reading

Councilmember Roberts moved to approve. Councilmember Starr seconded.  
Motion carried (7-0).

- City Administrator Ross stated that November was a good month for sales tax and gas tax revenue for the City.
- He also thanked Finance Director Karen Langford for her hard work on the City's audit and the 2021 Budget.

**J. Executive Session:** None

**K. Adjournment:**

Councilmember Roberts moved to adjourn. Councilmember Kennedy seconded.  
Motion carried (7-0). Meeting adjourned at 7:06 p.m.

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Mayor

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Finance Director