

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

6:30 PM  
December 7, 2021

**MINUTES**

Council Chambers  
124 S. Lefevre Street

**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  
A.J. Burton  
Chad Pritchard  
Tony Harbolt  
Art Kulibert  
Heather Starr  
Don Kennedy

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):

**2. Approval of Minutes**

1. November 16, 2021 Council Meeting

Councilmember Rosenbeck motioned to approve the minutes. Councilmember Pritchard seconded.

Motion carried (7-0).

**3. Interested Citizens: Audience Requests and Comments:**

- The City received a letter from the Medical Lake Food Bank requesting \$75,000.00 in ARPA Funds to proceed with expansion of their building.

Councilmember Harbolt motioned to approve funds. Councilmember Rosenbeck seconded.

Motion carried (6-1).

**4. Scheduled Items**

## **A. Mayors Report:**

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

**2. Appointments:** None

**3. Meetings and Other information:**

- Mayor Maike attended a Spokane Regional Transportation Council meeting on Thursday 12/02/2021.
- The redistricting maps were accepted by the Washington Supreme Court for the redistricting of Spokane County.

**4. Staff Report:**

- City Administrator Ross stated that the City of Medical Lake will receive a grant from the Transportation Improvement Board in the amount of \$679,914 to reconstruct Barker St. from Lefevre St. to Stanley St. This street project will most likely take place in 2023.
- The City's official population for 2021 according to the Washington State Office of Financial Management is 4,870.

a.) Ordinance 1094: Amending Chapter 2.09 Public Records; First Reading

- This amendment appoints the City Attorney's Office as the City's public records officer and strikes that the City will provide requested records within five days. Current State law states that a City must provide a response to a public records request within five days, which depending on the scope of the request, may be a letter letting the requestor know how long it will take to fulfill the request.

Councilmember Rosenbeck moved to read the first reading. Councilmember Starr seconded.

Motion carried (7-0).

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

1. Ordinance 1093: Setting Salaries for 2022; First Reading

Councilmember Harbolt moved to approve. Councilmember Kulibert seconded.

Motion carried (7-0).

2. Resolution 534: Setting Administrative Fees and Charges for 2022

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

3. Resolution 535: Setting Utility Fees and Charges for 2022

- The late fee, door knocker fee, and water turn on fees will be raised to \$10.00 each.

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

**C. Planning Commission Report:**

- The next Planning Commission meeting is 12/30/2021.

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

- Administrator Ross commented the Parks and Recreation program is working on gym availability for Youth Basketball. Registration is open until 12/20/2021.

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

1. Revised Agreement for Provision of Water Between the City of Medical Lake and Four Lakes Water District
- The language is more specific to protect each entity in cases of rate increases, maintenance, etc.

Councilmember Starr motioned to approve. Councilmember Rosenbeck seconded.  
Motion carried (7-0).

- Medical Lake Maintenance is readying for snow removal season.
- There was a water main break recently, and the Maintenance crew had the main back in service by 2 a.m. the following morning. Administrator Ross is very thankful for their hard work.
- The Medical Lake Maintenance Department will be helping with Winterfest on December 11<sup>th</sup>.

**F. Public Safety Report:**

- Chief Rohrbach from Spokane Fire District 3 reported that Santa and the Fire Trucks will be out for the season and will share details when they are available.

- Chief Rohrbach stated that call volumes were higher this year than last District wide;
- The response times within the City have been good, including a recent structure fire on Lefevre St.

#### **G. Members Report:**

- Councilmember Kulibert attended the final Spokane Rose Society Meeting. They have dissolved.
- Councilmember Starr will be attending the annual Legislative Forum.

#### **H. Consent Agenda**

##### 1. Approval of Claims

**Claims:** Warrants **40734** through **40740** and **40750** through **40809** in the amount of **\$124,248.17**.

**Payroll Claims:** Payroll Warrants **20058** through **20063** and Payroll AP Warrants **40741** through **40749** in the amount of **\$136,388.81**

Councilmember Rosenbeck moved to approve claims. Councilmember Burton seconded.

Motion carried (7-0).

#### **I. Old Business:**

##### 1. Ordinance 1092; Setting the Budget for 2022: Second Reading

Councilmember Harbolt motioned for the second reading. Councilmember Burton seconded.

Motion carried (7-0)

#### **J. Executive Session:**

- The executive session started at 7:30 p.m.
- The executive session ended at 7:41 p.m.

Councilmember Kulibert motioned to amend the City Administrator contract. Councilmember Rosenbeck seconded.

Motion carried (7-0)

- The executive session started at 7:46 p.m.
- The executive session ended at 8:06 p.m.

**K. Adjournment:**

Councilmember Kennedy moved to adjourn. Councilmember Rosenbeck seconded. Motion carried (7-0). Meeting adjourned at 8:06 p.m.

---

Mayor

---

Finance Director