

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

6:30 PM
May 3, 2022

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

Heather Starr
Dawn Olmstead
Tony Harbolt
Chad Pritchard-arrived at approx. 7PM
Bob Maxwell
Art Kulibert

Administration/Staff

Terri Cooper, Mayor
Katy Allen, Interim-Deputy
City Administrator
Kendel Froese, City Attorney
Koss Ronholt, Finance Director
Scott Duncan, P.W.
Steve Cooper, W.W.T.P.
Felicia Mendez, Utility Clerk

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- a. Absence(s): Don Kennedy
Councilmember Harbolt motioned to excuse councilmember Kennedy.
Councilmember Kulibert seconded the motion.
Motion carried (5-0)
- b. Additions to Agenda:
 - i. A presentation by Ptera added in 6.b, Workshop Discussion.
Councilmember Kulibert motion to add presentation. Councilmember Starr seconded.
Motion carried (5-0)

2. AGENDA APPROVAL

Councilmember Kulibert moved to approve the agenda. Councilmember Olmstead seconded the motion.
Motion carried (5-0)

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

1. Gerri Johnson – 5916 S Brooks Rd, President of Re*imagine Medical Lake.

- Ms. Johnson shared information on the Founder’s Day agenda. The event is scheduled for June 17th & 18th.
- Re*Imagine Medical Lake is requesting \$20,000.00 in ARPA funds to further tourism in Medical Lake and support their festivals in 2022. Ms. Johnson shared that Re*imagine Medical Lake, with the help of many other none profit

agencies serving Medical Lake, have been family-focused and community-driven and have provided activities for children at no cost. The events were underwritten by Re*Imagine Medical Lake's nonprofit Funds.

- Mayor Cooper stated that the City of Medical Lake will be accepting applications to apply for ARPA funding, with supporting documentation. The applications will then be reviewed by the Finance Committee.
- Councilmember Kulibert recommended contacting all service organizations and non-profits to let them know about available ARPA Funding.
- Any non-profit needing an application can call City Hall at 509-565-5000, go online or go to City Hall to pick one up.
- Ms. Johnson is hoping to get more volunteers to help with Founder's Day. People can contact her or at www.medicallake.org/fd/
- Mayor Cooper is thankful for Scott Duncan and the Medical Lake Maintenance Crew for their hard work during community events.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

a. Day of Prayer Proclamation

- Mayor Cooper read the Proclamation Day of Prayer.
- The Mayor recognized Pastor Mark Hudson and thanked him for being a faith leader in our community. She thanked Carol and Greg Yeager for all they do in the community.

5. REPORTS

a. City Council & Council Committee Reports

i. Park and Recreation Committee

- Soccer is half over and running smoothly. Pictures are scheduled for Thursday, and Friday, May 5th and 6th.
- Senior bingo had 18 participants.
- The Parks and Recreation Department decided on Daktronics for the scoreboards at Waterfront Park. The process has just begun, and there is no timeline yet as to when it will be completed.
- Community yard sale will be advertised in mid-May. The dates are July 9th and 10th.
- May 14th is the date for the Medical Lake community clean-up from 9 am-2 pm.

ii. Finance Committee

- The Committee talked about a utility tax, Sunshine Contract, ARPA Funding.
- Councilmember Starr and Councilmember Olmstead toured the W.W.T.P. and said the employees are amazing.
- She said there is a need for more employees at the W.W.T.P. and a wage increase.
- Mayor Cooper talked about a salary survey for the 2023 budget.

iii. Council reports

1. Councilmember Olmstead also said the employees do an amazing job at the W.W.T.P. and that it was well run and very clean.

2. Mayor Cooper toured the Maintenance Department and looked at all the equipment. She was very impressed and thankful to Scott and Steve.

b. Mayor

- i. Jason Schriver – Shared a PowerPoint presentation about Ptera internet which was started in Liberty Lake, Washington in 2000. They would like to bring the Ptera internet to Medical Lake to give the community more options.
- ii. They have serviced over 1,700 homes in Cheney with Fiber Optic Cables for homes with above-ground utilities. Homes with underground utilities would have a small antenna on the home, much like other home internet options, both give faster speed internet. Ptera would do the same service in Medical Lake. Depending on the speed of service, price ranges between \$45.00-\$85.00 per month.
- iii. There was discussion with council members about speed of service and relay sites for connection. Mr. Schriver is hoping to defray costs for some Medical Lake community members with ARPA funding. They are currently working with Avista because of the utility poles.
- iv. Mr. Schriver will bring more information on Ptera to the next council meeting.
- v. Mayor Cooper explained that items will be brought to council as they come up and not just when it's an Action Item.

c. City Administrator & City Staff

1. Interim-City Administrator Katy Allen invited city councilmembers to a retreat. She will send out a doodle poll to find out which day works best for all councilmembers. The subjects that will be discussed are the North end of Medical Lake, The DSHS Land Lease Agreement, the Wholesale Utility Rate, Policy discussion, ARPA funding, and budgeting 101 for councilmembers.
2. Mayor Cooper shared that she wrote a Letter of Support for Cella's Creative Learning Academy. The daycare had an opportunity to apply for a Department of Commerce Grant for facilities improvement. They have remained open since the Covid-19 pandemic.
3. Administrator Allen shared that Koss Ronholt and Scott Duncan are researching utility rates. This includes the rates we pay, money coming in, money going out, and cost of service and allocations.
4. Ms. Allen spoke briefly about the Sunshine Contract and the Zipline Contract as Action Items on the agenda.
5. Finance Director, Koss Ronholt discussed the Utility tax and what the 17% covers as far as administrative costs and utility rates.
6. Mr. Ronholt also briefly discussed the Quarter 1 finance report and said everything looked up to date. He and the Finance Committee discussed all the funds. He discussed the changes with the

employment and the difference in pay. There are no significant changes and he noted that the property tax revenue that will be coming into the City shortly.

7. The ARPA Funding was worded as Revenue Replacement, as proper criteria to meet the standard verbiage.

6. WORKSHOP DISCUSSION

a. Residency Requirements

- i. Mayor Cooper and city council discussed the residency requirements. The ordinance states that department heads must live inside the City Limits, including the City Administrator, Finance Manager and all department heads.

Councilmember Kulibert motioned the discussion be tabled until June.

Councilmember Pritchard seconded.

Motion Carried (6-0)

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approve the April 19, 2022 Minutes

Councilmember Starr motioned to approve the minutes. Councilmember Olmstead seconded the motion.

Motion carried (6-0)

- ii. Approve May 3rd, 2022, Vouchers 41239 through 41269 in the amount of \$168,165.93

Councilmember Starr motioned to approve the vouchers. Councilmember Kulibert seconded the motion.

Motion carried (6-0)

B. Action Items

- i. Sunshine Contract –

The contract is extended for 3 years through April 30,2025 and renewed as is.

Councilmember Pritchard motioned to extend the contract.

Councilmember Kulibert seconded the motion.

Motion carried (6-0)

- ii. Zipline Contract –

The cost for the contract is \$5,800.00. The host payment per year is \$625.00.

Councilmember Pritchard motioned to approve the contract.

Councilmember Maxwell seconded the motion.

Motion carried (6-0)

- iii. District 3 Fire Chief Rohrbach supports the responsible use of fireworks. Last year fireworks were cancelled due to severe fire danger. The request is from Re*Imagine Medical Lake with Rocketman Pyro putting on the show.

Councilmember Harbolt moved to approve the firework agreement.

Councilmember Starr seconded the motion.

Motion carried (6-0)

- iv. J & M LLC Firework stand and has been a previous permit holder.
Councilmember Kulibert motioned to approve the permit. Councilmember Harbolt seconded the motion.
Motion carried (6-0)

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

- 8. Update ARPA Resolution 538 – The ARPA Funding was worded as Revenue Replacement, as proper criteria to meet the standard verbiage.
Councilmember Olmstead moved to approve the resolution.
Councilmember Starr seconded the motion.
Motion carried (6-0)

10. ORDINANCES

- A. 2ND Read – Ordinance No. 1096 – Rescinding Salary Ordinance and Adopting New Salary Schedule –
There was discussion amongst council about hiring another employee due to overtime hours and the 2023 budget with discussion to employee pay.
Councilmember Starr motioned to adopt the new salary schedule. Councilmember Pritchard seconded the motion.
Motion carried (6-0)

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. City Prosecutor Agreement
- B. PTERA Contract

13. INTERESTED CITIZENS

- A. There were no comments from citizens.

14. EXECUTIVE SESSION – No items listed

15. CONCLUSION –

Councilmember Pritchard motioned to conclude the meeting at 8:09 PM. Councilmember Harbolt seconded.
Motion Carried (6-0)


Terri Cooper, Mayor


Koss Ronholt, Finance Director/City Clerk