

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
May 17, 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
Bob Maxwell
Art Kulibert, Substitute Mayor Pro-Tem

Administration/Staff

Terri Cooper, Mayor
Katy Allen, Interim-Deputy
City Administrator
Laura McAloon, 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. Mayor Cooper called the meeting to order at 6:36 pm
- B. Absence(s): Don Kennedy
Councilmember Harbolt motioned to excuse councilmember Kennedy.
Councilmember Kulibert seconded the motion.
Motion carried (6-0)

2. AGENDA APPROVAL

- A. Councilmember Olmstead moved to approve the agenda. Councilmember Pritchard seconded the motion. Motion carried (6-0).

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

5. REPORTS

- A. City Council & Council Committee Reports
 - i. Public Works
 - 1. Councilmember Maxwell reported TIB sidewalk project on Hallett is going as expected. The water main break on Sunday has been repaired.
 - ii. Public Safety

1. Councilmember Kulibert
 - a. Meeting more often with the police department
 - b. Addressed outdoor burning ordinance
2. Chief Rohrbach
 - a. Current ordinance regarding recreational fires is consistent with guidelines across the county, other cities, and the international fire code. No changes are recommended.
 - b. Discussed preparations for wildfire season. Resources have already been used in Arizona. The forecast looks average for our area as in the past few years.
- iii. Finance
 1. Koss Ronholt discussed three ARPA applications, two non-profits, and one from PTERA.
 2. First round closing date for ARPA funding is June 14, 2022 – will announce on the website once formalized
- B. Mayor
 - i. AARP reported over 220 tax returns prepared for city residents
 - ii. State of the City Address
 1. Financially sound, no debt, solid reserve.
 2. Solid volunteer presence, 15 volunteer groups in the city
 3. Community Experience and Smart Growth
 - a. Sidewalks, park project, new concrete behind ball field, new scoreboard, trail signs, internet option
 - i. Branding city as a recreation destination place
 - b. Eastern State Hospital and Lakeland Village undergoing improvements that bring revenue into the city
 - c. Two new residences, Monark mini-storage addition, a couple of dozen home improvement projects as well as solar projects.
 - i. Solar project tax benefit – 2022 is the last year
 - d. New City website coming soon
 - e. Opportunity to purchase a used street sweeper
 - f. SCADA system updated
 - g. Parks and Recreation streamlining operational processes – online options
 - h. Community Rec center as well as community garden both in discussion
 4. Special City Council Meeting May 24, 2022, 6:30 pm to discuss Solar Grant
 - a. Tight deadline, RFP due May 23, 2022
 5. Public Records Request Information
 - a. Discussed current process and proposed changes
 - b. Cost of public record requests processing for the first quarter was \$6820 in attorney's fees, \$150/hr.

- c. Proposing to move process in-house
 - C. City Administrator & City Staff
 - i. Katy Allen discussed recruitment updates
 - 1. City Planner tentative start date June 20, 2022
 - a. Position is initially part-time with regular business hours.
 - b. Duties will include reviewing land use, policies, mapping, etc.
 - 2. City Administrator position
 - a. Working on recruitment brochure, researching comparable sized cities' compensation for this position – Connell, Othello, and two others.
 - i. Salary range was \$7900-8900 per month
 - ii. Councilmember Kulibert – Noted to compare our salary and benefits package as a whole
 - ii. PTERA Contract Information/Presentation
 - 1. Timelines discussed
 - 2. Ultimate goal is to bring in fiber option
 - 3. Fixed wireless asap once the infrastructure is in place
 - 4. ARPA funding (\$50,000 requested) will help to offset initial fees for customers
 - iii. ARPA applications – information
 - iv. AWC training conference in Vancouver June 24, 2022
 - v. Council retreat June 14, 2022, 2 pm-6 pm, topics to include Budget 101, ARPA funding, DSHS land lease
 - vi. Hard copies of Agenda packets to Starr, Harbolt, Mayor Cooper
- D. Councilmember Reports
 - i. Councilmember Pritchard – Launch NW Summit, consider using HUD for public assistance programs
 - ii. Councilmember Starr – discussed city bathrooms not being open, one port-a-potty at WFP but no tp. Scott Duncan addressed and mentioned an emergency number for citizens to call. Lower WFP bathrooms will open this weekend.
 - 1. Offroad vehicle usage on city streets – are we over population for this? The city will investigate options.
 - 2. Deer population, mitigation options, educate public regarding not feeding them
 - iii. Councilmember Kulibert – potholes, paving, and sidewalks – discussed with Scott Duncan

6. WORKSHOP DISCUSSION – no items listed

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approve the May 3, 2022, minutes, motioned by Councilmember Kulibert, seconded by Councilmember Pritchard, motion carried (6-0)
- ii. Approve May 17, 2022, Claim warrants 41278 through 41322 in the amount of \$169,880.78
 1. Councilmember Starr recommended approval, motioned by councilmember Kulibert, seconded by councilmember Starr, motion carried (6-0)
- iii. Approve May 17, 2022, Payroll warrants 41270 through 41277 and Payroll Accounts Payable warrants 20113 through 20120 in the amount of \$142,929.24
 1. Councilmember Starr recommended approval, motioned by councilmember Kulibert, seconded by councilmember Starr, motion carried (6-0)

B. Action Items

- i. Prosecutor's Agreement – Mayor pro-tem Kulibert
 1. City Attorney McAloon read the agreement. Changes proposed below:
 - a. Remove "temporary" City Administrator and add the phone number (509) 565-5000, change police department to Spokane County Sherriff's office, designee, etc.
 - b. Councilmember Kulibert moved to approve with changes as discussed, councilmember Harbolt seconded, motion (6-0)
 - i. Edits will be made before final execution
 2. Changes to PTERA – change Katy Allen's name on page 6 to Deputy City Administrator and remove page 8 of 7 Notary as it is not required per McAloon. Motion to approve by councilmember Pritchard, seconded by councilmember Starr, motion carried (6-0)

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

- A. Resolution No. 22-539 KDA Consulting – contract employee is the preferred option. Katy Allen will complete the year as a contract vs W2 employee.
 - i. Will leave verbiage of "deputy" in the job title as Ms. Allen will continue as interim deputy if a replacement City Administrator is hired. Motion to approve made by councilmember Starr, seconded by councilmember Kulibert, motion carried (6-0).

10. ORDINANCES

- A. First Reading – Ordinance No. 1097 – Public Records Requests
 - i. Proposed changes to designee – the 4th "whereas" page 1, should be changed to reflect clerk-treasurer who is our finance director. Laura

McAloon indicated those changes have been made. A new section was added to the bottom of page 2, to add verbiage of waiver for maintaining the searchable records index. Councilmember Pritchard moved to accept the first read, councilmember Olmstead seconded, motion carried (6-0). Moved to the 2nd reading for the next council meeting.

- B. First Reading - Ordinance No. 1098 – Residency Requirements
 - i. Councilmember Starr motioned to read title only, councilmember Kulibert seconded, motion carried (6-0). Discussion.
 - ii. Councilmember Pritchard motioned to suspend second reading of Ordinance 1098. Councilmember Harbolt seconded, motion carried (6-0)
 - iii. Councilmember Harbolt moved to adopt 1098, councilmember Kulibert seconded, approved (5-1 with councilmember Starr opposing)

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

13. INTERESTED CITIZENS

- A. Ms. Henderson of 611 E. Ladd – discussed deer and the ordinance on file as well as DFW stating to not feed the deer
 - i. Clarification on documents – changes were already made
 - ii. Clarification on documents – questions on the name of the Finance Director – Koss/Timothy Ronholt, requesting a consistency

14. EXECUTIVE SESSION – No items listed

15. CONCLUSION

Councilmember Harbolt motioned to conclude, seconded by councilmember Pritchard, Motion Carried (6-0)



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk