

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

6:30 PM
June 7, 2022

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

Heather Starr
Dawn Olmstead
Tony Harbolt
Chad Pritchard
Bob Maxwell
Art Kulibert
Don Kennedy

Administration/Staff

Terri Cooper, Mayor
Katy Allen, Interim-Deputy
City Administrator
Laura McAloon, City Attorney

Steve Cooper, W.W.T.P.
Roxanne Wright, Admin. Asst.

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
 - A. Mayor Cooper called the meeting to order at 6:30 pm
 - B. Absence(s): None

- 2. AGENDA APPROVAL**
 - A. No changes or additions – Approved (7-0)

- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
 - A. None

- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
 - A. None

- 5. REPORTS**
 - A. City Council & Council Committee Reports
 - i. Councilmember Pritchard – commented that he walked around the lake and noted that it is clean and well kept.
 - ii. Councilmember Kulibert – discussed need to figure out ways to best communicate with community members. City Facebook page has not been updated since May 14, 2022, and there are many new followers on the page.

- iii. Councilmember Maxwell – gave Public Works Committee report and commented that the sidewalk projects are coming along nicely.
- iv. Councilmember Olmstead – gave Parks & Recreation Committee update regarding Community Yard Sale on July 9-10, 2022. Senior Bingo was a success, 25 seniors participated. Scoreboards are in process and will have one at each field.
- v. Councilmember Harbolt – thanked Scott Duncan and crew for the hard work on the walking path by the Wastewater Treatment Plant.

B. Mayor

- i. Street sweeper has been purchased.
- ii. Founder’s Day – information in Newsletter.

C. City Administrator & City Staff

- i. Katy Allen, Interim Deputy City Administrator
 - 1. Council Retreat Update - Went on a tour of retreat site (Silver Lake Camp and Retreat Center), beautiful site. Public is invited as it is a special meeting of Council. Reviewed agenda.
 - 2. Website – meeting with Zipline on Wednesday, June 8, 2022.
 - 3. PTERA – work in progress. City Hall does have a temporary wi-fi connection.
 - a. Councilmember Kulibert noted that the city’s website calendar is working. Mentioned that the resolution regarding council only meeting once during summer months needs to be rescinded. Katy Allen will research resolution number. Mayor Cooper noted that she would like to continue meeting on the regular schedule and will bring back to council for further discussion.
 - 4. New City Planner – Elisa Rodriguez will begin June 20, 2022, 20 hours per week.
 - 5. City Administrator – position posted, 2 applications received and one call of interest. Community member pointed out that the posting on the website has an error on second page header. Reads “planner” rather than “administrator”. Katy Allen will make appropriate corrections.
 - 6. Solar Contract – no response back on grant application at this time.

6. WORKSHOP DISCUSSION

A. Spokane County Broadband Project

- i. Memorandum of Understanding with Spokane County – Ariane Schmidt with Spokane County gave presentation

B. PTERA – ARPA Grant Applications

- i. Jacob with PTERA gave presentation via Zoom phone-in and answered questions from councilmembers

C. Social Media/Facebook

- i. Katy Allen – explained the challenge of managing public records when records are generated on a non-city social media site (records can be deleted by the page administrator) or on private e-mails.
- ii. Mayor encouraged councilmembers to contact Katy Allen with questions regarding whether something is considered a public record. Suggested creating own blog if councilmembers desired to communicate council items. This format doesn't allow for back-and-forth dialogue. Also encouraged councilmembers to be clear when something is personal commentary and not representative of the council as a whole.
- iii. Councilmember Starr asked about creating own personal councilmember social media page. City attorney, Laura McAloon explained that it triggers public records that must be preserved. Can't delete anything on a public page like you can on a personal page. Becomes a 1st amendment issue.

D. Public Records Requests

- i. Katy Allen – noted that there are a few active public records requests that are being processed, thanked council for their responses.
 1. Discussed point of contact for public records requests.
 2. City Attorney reviewing current administrative fee schedule for public record requests.
 3. Mayor Cooper shared that over \$6,700 has been spent so far this year in attorney fees for public records requests. This does not include staff time or supplies. Noted that some other small cities have a limited number of hours that staff is available to process public records requests. This topic will be revisited at future council meeting.
 4. Katy Allen noted that as of June 1, 2022, we are no longer required by state mandate to offer council meetings via Zoom but will continue.
 5. Councilmember Olmstead shared that she is happy to respond to questions from the public and suggested that some questions can be handled with a phone call or e-mail rather than a records request.

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approved (May 17, 2022, and May 24, 2022 – Special Meeting) minutes.
 1. May 17, 2022 Minutes - Correction needed to wording in Section 10. Ordinances, section B., bullet ii. Should read "Councilmember

Pritchard motioned to suspend second reading of Ordinance 1098. Councilmember Harbolt seconded, motion carried (6-0)".

- a. Motion to accept minutes as amended, made by Councilmember Starr, seconded by Councilmember Pritchard. Motion carried 6-0 with Councilmember Kennedy abstaining.
2. May 24, 2022, Minutes - Correction needed to sections 2a iii and 3a. Should read motion carried 5-0 rather than 6-0.
 - a. Motion to accept minutes as amended made by Councilmember Starr, seconded by Councilmember Pritchard. Motion carried 6-0 with Councilmember Kennedy abstaining.
- ii. Approve June 7, 2022, Claim Warrants 41323 through 41365 and 41374 through 41396 in the amount of \$254,324.98, Payroll Warrants 41366 through 41373 and Payroll Accounts Payable Warrants 20121 through 20133 in the amount of \$221,104.53.
 1. Motion to approve all June 7, 2022, warrants made by Councilmember Kulibert, seconded in unison by Councilmember Harbolt and Councilmember Olmstead, motion carried (7-0).

B. Action Items - none

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

- A. Resolution No. 22-540 – Authorization for the Mayor to execute a MOU regarding Broadband Project with Spokane County
 - i. Motion to approve resolution 22-540 made by Councilmember Starr, seconded by Councilmember Kulibert, motion carried (7-0)

10. ORDINANCES

- A. Second Read – Ordinance 1097 Public Records Requests
 - i. Title read by City Attorney, Laura McAloon
 1. Councilmember Starr inquired about how many staff hours have gone into the requests so far this year. Mayor Cooper noted that time hasn't been tracked but could be something to keep a record of going forward. Councilmember Starr expressed concern over amount of time staff may be spending on requests.
 2. Motion to pass Ordinance 1097 made by Councilmember Olmstead, seconded by Councilmember Harbolt, motion carried (7-0)

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS – none

13. INTERESTED CITIZENS

- A. Brian Papiez – requested that agenda and zoom info get posted to City’s Facebook page. Inquired about amending Municipal Code 19.12 to allow electric motorized watercraft on Medical Lake. Suggested that such amendment would draw people to the lake. Discussion from Council about why ban was implemented, and that the topic will be added to future agenda.
- B. Lahnne Henderson – commented on Mr. Papiez’s request and voiced her concerns. Inquired about Zoom for Council Retreat. Mayor informed Ms. Henderson that since it is no longer required, we will not offer it for the retreat. Ms. Henderson inquired about other committee reports. Mayor explained that Parks & Rec Committee was the only one with items to report.

14. EXECUTIVE SESSION – No items listed

15. CONCLUSION

Councilmember Pritchard motioned to conclude, seconded by Councilmember Starr, Motion Carried (7-0), meeting concluded at 7:36 p.m.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk