



**CITY COUNCIL MEETING AGENDA
TUESDAY, JUNE 7, 2022
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

Under Governor Inslee’s “Washington Ready” plan, members of the public may attend Medical Lake City Council meetings in person at City Hall at the address provided above, or via Zoom at the link listed below. Members of the public will be allowed to comment in person or via Zoom as described on the last page of this agenda.

- Sign up to provide Public Comment at the meeting via calling in
- Submit Written Public Comment Before 4 pm on (June 7, 2022) - *SEE NOTE*
- [Join the Zoom Meeting –
https://us06web.zoom.us/j/86181855039?pwd=OFITWnRrSldFaHB6cWJOSIRRL1JrQT09](https://us06web.zoom.us/j/86181855039?pwd=OFITWnRrSldFaHB6cWJOSIRRL1JrQT09)

Meeting ID: 861 8185 5039

Passcode: 682761

One tap mobile

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+13462487799,,86181855039#,,,,*682761# US (Houston)

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+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 861 8185 5039

Passcode: 682761

Find your local number: <https://us06web.zoom.us/j/kin9RR6jl>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to KAllen@Medical-Lake.org by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

Questions or Need Assistance? Please contact the City Hall at 509-565-5000

REGULAR SESSION – 6:30 PM

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - a. City Council & Council Committee Reports
 - b. Mayor
 - c. City Administrator & City Staff
 - i. Council Retreat Update – Katy Allen
 - ii. Solar Contract
- 6. WORKSHOP DISCUSSION**
 - A. Spokane County Broadband Project
 - B. PTERA – ARPA Grant Applications
 - C. Social Media/Facebook
 - D. Public Records Requests
- 7. GENERAL BUSINESS**
 - A. Consent Agenda
 - i. Approve the (May 17, 2022 and May 24, 2022 – Special Meeting) Minutes.
 - ii. Approve June 7, 2022, Claim Warrants 41323 through 41365 and 41374 through 41396 in the amount of \$254,324.98.
 - iii. Approve June 7, 2022, Payroll Warrants 41366 through 41373 and Payroll Accounts Payable Warrants 20121 through 20133 in the amount of \$221,104.53.
 - B. Action Items
- 8. PUBLIC HEARING / APPEALS – No items listed**
- 9. RESOLUTIONS**
 - A. 22-540 – Authorization for the Mayor to execute a MOU regarding Broadband Project with Spokane County
- 10. ORDINANCES**
 - A. Second Read – Ordinance 1097 Public Records Requests
- 11. EMERGENCY ORDINANCES – No items listed**
- 12. UPCOMING AGENDA ITEMS**
- 13. INTERESTED CITIZENS**
- 14. EXECUTIVE SESSION – No items listed**
- 15. CONCLUSION**



Grant Utilization & Service Timeline

Grant Application	\$ 100,000.00
Infrastructure Equipment Costs	70,232.00
Customer Equipment Offset	29,768.00
Total Grant	<u>\$ 100,000.00</u>

Utilizing a portion of the Grant money to purchase equipment to be installed on customers' homes would reduce install costs to the value indicated below. This cost will remain the same across the implementation of the Fixed Wireless and Fiber installs.

When requesting services customers may call into Ptera and a monthly payment option to cover install costs will also be available and provided upon request.

- Customer Install Cost \$200.00 – or – Term of 10 months at \$20/month.

Timeline

City Hall Network Infrastructure

- June 1st – August 31st

Water Tower infrastructure

- June 1st – August 31st

Water Treatment Facility

- July 14th – September 31st

Deployment of Fixed Wireless Services to Customers

- Beginning October 1st 2022

Construction of Fiber to the Home Services

- Approximate start June 1st 2023

**Note: All dates subject to change due to logistical challenges, backhaul service providers or other unforeseen challenges.



Ptera Medical Lake Plan Pricing

Ptera Wireless Plans/Pricing:

Monthly Recurring Charges

25 Mbps Download x 5 Mbps Upload	\$45/mo.
50 Mbps Download x 10 Mbps Upload	\$65/mo.
100 Mbps Download x 15 Mbps Upload	\$85/mo.

Ptera Fiber Plans/Pricing:

Monthly Recurring charges

100 Mbps Download x 100 Mbps Upload	\$45/mo.
250 Mbps Download x 250 Mbps Upload	\$65/mo.
1 Gbps Download x 1 Gbps Upload	\$85/mo.

*****Customers that pay for a wireless installation will be converted free of charge to our fiber optic system, if the customer in question home is located in a planned fiber zone*****

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
May 17, 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, 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

16. 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)

17. AGENDA APPROVAL

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

18. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

19. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

20. REPORTS

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

21. WORKSHOP DISCUSSION – no items listed

22. 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)

23. PUBLIC HEARING / APPEALS – No items listed

24. 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).

25. 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 rules of residency, councilmember Harbolt seconded, motion carried (6-0)
 - iii. Councilmember Harbolt moved to adopt 1098, councilmember Kulibert seconded, approved (5-1 with councilmember Starr opposing)

26. EMERGENCY ORDINANCES – No items listed

27. UPCOMING AGENDA ITEMS

28. 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

29. EXECUTIVE SESSION – No items listed

30. CONCLUSION

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

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

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 – attended remotely
Chad Pritchard
Art Kulibert, Substitute Mayor Pro-Tem

Administration/Staff

Terri Cooper, Mayor
Katy Allen, Interim-Deputy
City Administrator
Koss Ronholt, Finance Director

Steve Cooper, W.W.T.P.
Felicia Mendez, Utility Clerk
Roxanne Wright, Administrative Assistant

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

- A. Mayor Cooper called the meeting to order
- B. Absence(s): Don Kennedy, Bob Maxwell
 - i. Motion to approve absences, motion carried

2. GENERAL BUSINESS

- A. Action Item – Selection of most qualified Energy Services Company (ESCO) to provide a complete turn-key Solar Array system at the Wastewater Treatment Plant.
 - i. One RFP received from Apollo Mechanical Contractors Solutions Group
 - 1. Hunter Peterson from Apollo present to answer questions
 - a. Mr. Peterson answered several councilmember questions
 - 2. Mr. Peterson requested that any proprietary information be removed from anything shared with the public
 - ii. Application will be submitted tonight (5/24/22)
 - iii. Councilmember Chad Pritchard motioned to approve acceptance of RFP, councilmember Dawn Olmstead seconded, motion carried 6-0)

3. CONCLUSION

- A. Councilmember Starr motioned for conclusion, councilmembers Art Kulibert and Tony Harbolt seconded in unison. Carried (6-0)

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

RESOLUTION NO. 22-540

A **RESOLUTION** of the City Council of the City of Medical Lake, Washington authorizing the Mayor to execute a Memorandum of Understanding regarding Broadband Project with Spokane County.

WHEREAS, Medical Lake desires to participate in a regional solution to obtain continuous and complete broadband high-speed internet access solution for coverage in non-served and underserved areas in certain incorporated and unincorporated areas of Spokane County; and

WHEREAS, High-speed internet access to underserved areas in the United States is a high priority and various funding sources exist which include the American Recovery Act, State and Local Fiscal Recovery Fund Programs; the Federal Infrastructure Investment and Jobs Funding Programs; and the Washington State Department of Commerce are being made available to finance this priority in whole or in part; and,

WHEREAS, both parties believe a coordinated effort through a Broadband Project can best accomplish this priority; and.

WHEREAS, it is in the best interest of the City of Medical Lake to participate in this program, now therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON that the Mayor is authorized to execute the Memorandum of Understanding regarding the Broadband Project with Spokane County.

ADOPTED this _____ day of _____, 2022.

Terri Cooper, Mayor

S P O K A N E C O U N T Y



OFFICE OF COUNTY COMMISSIONERS

JOSH KERNS, 1ST DISTRICT-MARY L KUNEY, 2ND DISTRICT-AL FRENCH, 3RD DISTRICT

May 25, 2022

The Honorable Terri Cooper Mayor of Medical Lake

124 S Lefevre St

Medical Lake, WA 99022

Re: *Memorandum of Understanding Regarding Broadband Project*

Dear Mayor Cooper:

This correspondence will act as a Memorandum of Understanding ("MOU") between Spokane County ("County") and Medical Lake ("City/Town") jointly "Parties" with respect to providing a coordinated effort to obtain continuous and complete broadband high-speed internet access solutions for coverage in non-served and underserved areas in certain incorporated and unincorporated areas of Spokane County ("Broadband Project"). A similar MOU opportunity will be offered to other smaller cities and towns within the County.

BACKGROUND

The provision of high-speed internet access for non-served and underserved areas of the United States is a high priority. In this regard, various funding sources, including but not limited to those under the American Recovery Act, State and Local Fiscal Recovery Funds Program; the Federal Infrastructure Investment and Jobs Funding; and the Washington State Department of Commerce are being made available to finance this priority in whole or in part. The Parties believe a coordinated effort through the Broadband Project can best accomplish this priority.

PURPOSE

The purpose of this MOU is to reduce to writing the Parties respective commitments in conjunction with the Broadband Project.

Pursuant to the terms of this MOU, the Parties understand and agree as follows:

COUNTY'S RESPONSIBILITIES:

- (1) Act as the City/Town's designated representative in conjunction with the Broadband Project as it deals with its jurisdiction, other small cities and towns executing a similar MOU, and surrounding unincorporated areas of the County. Representation includes but is not necessarily limited to preparation of solicitation(s) for competitive fund(s) and any matching requirement(s) in conjunction therewith using any Broadband Project funding source.
- (2) Coordinate with the City/Town's designated representative as to the County's actions under (1) above.

CITY/TOWN'S RESPONSIBILITIES:

- (1) Designate the County as the City/Town's representative in conjunction with the Broadband Project as it deals with its jurisdiction, other small cities and towns executing a similar MOU, and surrounding unincorporated areas of the County. Representation includes but is not necessarily limited to preparation of solicitation(s) for competitive fund(s) and any matching requirement(s) in conjunction therewith using any Broadband Project funding source.

- (2) Direct any and all Broadband internet service providers communicating with the City/Town in conjunction with the Broadband Project to contact or communicate with the following County representative(s):

Ariane E. Schmidt, MBA, MCSE, PMP
 Portfolio &
 Program Management
 (509) 477-2625
AESchmidt@spokanecounty.org

Jeffrey McMorris American Rescue Plan
 Community Engagement &
 Public Policy Advisor
 (509) 477-2246
JMCMorris@spokanecounty.org

GENERAL MOU TERMS

Consistent with the provisions of chapter 39.34 RCW, the Parties agree and acknowledge as follows:

- (1) Duration: The term of the MOU shall commence as of the date of the last signatory and run until terminated by any party for any reason whatsoever upon 30 day's written notice to the other party.
- (2) Separate Legal Entity: This MOU does not create, nor seek to create, a separate legal entity pursuant to RCW 39.34.030.
- (3) Responsibilities of the Parties: See provisions above.
- (4) Agreement to be Filed: Parties shall be responsible for filing this MOU as provided for in RCW 39.34.040.
- (5) Financing: County shall assume all costs associated with this MOU. Provided, however, funding and matching requirements for any specific Broadband Project shall be addressed in subsequent agreement(s) between the Parties.
- (6) Property upon Termination: Title to all personal property acquired by any party in performance of the MOU shall remain with the acquiring party upon termination of the MOU.

The County's execution of this MOU shall act as its agreement with all the terms and conditions set forth herein. The City/Town's execution of this MOU shall act as its agreement with all the terms and conditions set forth herein.

This MOU may be executed in counterparts, each of which when so executed and delivered shall be an original, but such counterparts shall constitute one and the same.

Very truly yours,

BOARD OF COUNTY COMMISSIONERS OF SPOKANE COUNTY, WASHINGTON

Mary L. Kuney, Chair

Al French, Vice-Chair

Josh Kerns, Commissioner

(Authorized under Resolution No. 22-5 4 0.)

Reviewed and Agreed to this ___ day of _____, 2022.

City/Town of Medical Lake

By: _____

Title: _____

CITY OF MEDICAL LAKE ORDINANCE NO. 1097

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING MEDICAL LAKE MUNICIPAL CODE CHAPTER 2.09 – PUBLIC RECORDS, AMENDING AND REPEALING SECTIONS OF ORDINANCE NO. 989 (2008) AND REPEALING ORDINANCE NO. 1094 (2021), AND OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, the City of Medical Lake, Spokane County, Washington (the “City”) is a duly incorporated and existing noncharter code city by virtue of the Constitution and laws of the state of Washington; and

WHEREAS, Chapter 42.56 RCW (the “Public Records Act”) governs public records for all Washington state and local agencies; and

WHEREAS, RCW 42.56.580(1) states each local agency shall appoint and publicly identify a public records officer, who may be an employee or official of another agency, as its public records officer; and

WHEREAS, the City desires to amend Chapter 2.09 of the Medical Lake Municipal Code (“MLMC”) to designate the Clerk-Treasurer of the City or their designee as the public records officer of the City and to rescind all procedural provisions of Chapter 2.09 MLMC to provide for the administrative adoption of policies and procedures consistent with the Public Records Act and all other applicable laws of the State of Washington as necessary to provide full public access to identifiable public records not exempt from disclosure, to protect public records from damage or destruction and to ensure the retention and destruction of public records; and

WHEREAS, the City finds it unduly burdensome to maintain a central index of all records generated by the City due to the cost to the City of compiling a central index of all historical records of the City currently stored in multiple files and locations in City Hall, as well as the cost of staff time and resources to continue updating and maintaining such a central index.

NOW, THEREFORE, the City Council of the City of Medical Lake, Spokane County, Washington, hereby ordain as follows:

Section 1: Repealing Certain Sections of Chapter 2.09 MLMC and Ordinance Nos. 989 and 1094.

The following Sections of Chapter 2.09 MLMC and Ordinance. No. 989 (2008) §§ 1 – 4 and §§ 6 – 17 and Ordinance No. 1094 (2021) §§ 1 - 5 are each hereby repealed in their entirety and shall have no further force or effect upon the effective date of this ordinance:

- MLMC 2.09.010 - Purpose.
- MLMC 2.09.020 - Scope of coverage of these rules.
- MLMC 2.09.050 - Procedures to be published.
- MLMC 2.09.060 - Availability of public records.
- MLMC 2.09.070 - Form of requests.
- MLMC 2.09.080 - Providing "fullest assistance".
- MLMC 2.09.090 - Obligations of requestors.
- MLMC 2.09.100 - Responsibilities of the city.
- MLMC 2.09.120 - Reasonable time to respond to notice of records availability.
- MLMC 2.09.130 - Closing request and documenting compliance.
- MLMC 2.09.140 - Later-discovered records.
- MLMC 2.09.150 - Publishing list of applicable exemptions.
- MLMC 2.09.160 - Review of denial of public records.

Section 2. Amending Section 2.09.040 MLMC. Section 2.09.040 of the MLMC and Ordinance No. 989 §5 (2008) are hereby amended as follows (deleted language ~~stricken~~; added language double-underlined):

2.09.040 ~~Contact information~~— Public Records Officer.

- (1) ~~The City of Medical Lake, Washington is a municipal corporation of the State of Washington. The city's central office is located at S. 124 Lefevre Street, P.O. Box 369, Medical Lake, Washington 99022.~~
- (2) ~~The City Attorney's office~~ Clerk-Treasurer or designee is appointed as the city's public records officer. Any person wishing to request access to public records of the city, or seeking assistance in making such a request, should contact the city's public records officer as listed below:

Attn: ~~City Attorney~~Public Records Officer
S. 124 Lefevre Street
P.O. Box 369
Medical Lake, WA 99022
Telephone Number: (509) 565-5000
Fax Number: (509) 565-5008
E-mail address: city@medical-lake.org

(3) Information is also available at the City of Medical Lake's website at www.medical-lake.org.

(4) The public records officer or designee and the city will provide the fullest assistance to requestors; maintain for use by the public and Medical Lake officials the city's public records; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing an excessive interference with essential functions of the city.

Section 3. Adding Section 2.09.045 MLMC. A new section is hereby added to the Medical Lake Municipal Code to read as follows:

2.09.045 Index of City Records – Findings and Order.

(1) Chapter 42.56 RCW requires all cities and public agencies to maintain and make available a current index of all public records.

(2) RCW 42.56.070 provides that if maintaining such an index would be unduly burdensome, or would interfere with agency operation, a city need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome.

(3) The City of Medical Lake is comprised of multiple departments which maintain separate record-keeping systems in multiple formats for the indexing of records and information.

(4) Because the city has records which are diverse, complex and stored in multiple locations and in multiple formats, the City Council finds it is unduly burdensome and costly to maintain a current index of all records.

(5) By order of the City Council, the city is not required to maintain an all-inclusive index of public records due to the undue burden and costs of maintaining such an index. The city will make available for inspection and/or copying all public records not exempt from disclosure, including any indexes that the city does maintain.

Section 4: Repealer. All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

Section 5: Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6: Effective Date. This ordinance shall be in full force and effect five (5) days after passage, approval and publication in accordance with law.

INTRODUCED THIS 17th day of May, 2022.

ADOPTED THIS ____ day of _____, 2022

CITY OF MEDICAL LAKE, WASHINGTON

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED AS TO FORM:

Laura McAloon, City Attorney

**Summary of
City of Medical Lake Ordinance No. 1097**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING MEDICAL LAKE MUNICIPAL CODE CHAPTER 2.09 – PUBLIC RECORDS, AMENDING AND REPEALING SECTIONS OF ORDINANCE NO. 989 (2008) AND REPEALING ORDINANCE NO. 1094 (2021), AND OTHER MATTERS PROPERLY RELATED THERETO.

CITY OF MEDICAL LAKE

A summary of the principal provisions of Ordinance No. 1097 of the City of Medical Lake, Washington, adopted on _____, 2022, is as follows:

Section 1: Repeals MLMC Sections 2.09.010, 2.09.020, 2.09.050, 2.09.060, 2.09.070, 2.09.080, 2.09.090, 2.09.100, 2.09.120, 2.09.130, 2.09.140, 2.09.0150 and 2.09.160, and applicable sections of Ordinance Nos. 989 and 1094.

Section 2. Amends Section 2.09.040 MLMC regarding the appointment of a Public Records Officer and the contact information for the Public Records Officer.

Section 3. Adds Section 2.09.045 MLMC regarding indexing of public records.

Section 4: Repeals all other ordinances and resolutions or parts thereof in conflict with the ordinance.

Section 5: Provides that other sections, sentences, clauses, or phrases of the ordinance in the ordinance are not affected if one is made invalid.

Section 6: Provides for the effective date of the ordinance.

The full text of Ordinance No. 1097 will be mailed to any citizen without cost upon request from the City's Clerk's office.

CITY OF MEDICAL LAKE