



**CITY COUNCIL MEETING AGENDA
TUESDAY, AUGUST 2, 2022
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in
- Submit Written Public Comment Before 4 pm on (August 2, 2022) - *SEE NOTE*
- Join the Zoom Meeting –
<https://us06web.zoom.us/j/86412935285?pwd=aDVEc3ZybWwxck41MGtPS1I3OHVXUT09>

Meeting ID: 864 1293 5285

Passcode: 658040

One tap mobile

+12532158782,,86412935285#,,,,*658040# US (Tacoma)

+16694449171,,86412935285#,,,,*658040# US

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 346 248 7799 US (Houston)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 864 1293 5285

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Find your local number: <https://us06web.zoom.us/j/86412935285?pwd=aDVEc3ZybWwxck41MGtPS1I3OHVXUT09>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to SDuncan@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 City Hall at 509-565-5000

REGULAR SESSION – 6:30 PM

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
 - a. Absence(s):
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - a. Council Committee Reports
 - b. Council Comments
 - c. Mayor
 - d. City Administrator & City Staff
- 6. WORKSHOP DISCUSSION**
 - A. Golf Carts on City Streets
- 7. GENERAL BUSINESS**
 - A. Consent Agenda
 - i. Approve the July 19, 2022, Minutes
 - ii. Approve **August 2, 2022**, Claim Warrants **41527** through **41568** in the amount of **\$173,059.15**.
 - B. Action Items
 - i. Sunshine Disposal Contract
- 8. PUBLIC HEARING / APPEALS – No items listed**
- 9. RESOLUTIONS – No items listed**
- 10. ORDINANCES – No items listed**
- 11. EMERGENCY ORDINANCES – No items listed**
- 12. UPCOMING AGENDA ITEMS**
- 13. INTERESTED CITIZENS**
- 14. EXECUTIVE SESSION – No items listed**
- 15. CONCLUSION**

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
July 19, 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
Don Kennedy
Chad Pritchard (attended virtually)
Bob Maxwell
Art Kulibert

Administration/Staff

Terri Cooper, Mayor
Katy Allen, Interim-Deputy
City Administrator
Koss Ronholt, Finance Director
Roxanne Wright, Admin. Asst.
Steve Cooper, WWTP Director
Scott Duncan, Public Works Director

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

A. Mayor Cooper called the meeting to order at 6:30 pm and led the Pledge of Allegiance, and roll call

2. AGENDA APPROVAL

A. Addition to Agenda – Appointment of City Administrator

- i. Motion to approve the addition to agenda made by Councilmember Kennedy, seconded by Councilmember Harbolt, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.
- ii. Mayor Cooper thanked Katy Allen for all her help during her interim with the city. Presented Ms. Allen with a gift from the city. Mayor Cooper then explained that although interviews were held for the City Administrator position, there was no clear applicant at this point. Because of this, the mayor is pausing in the process and appointing Scott Duncan, Public Works Director, as the new Interim City Administrator and asking the council for their support. Steve Cooper, WWTP Director, will step up and oversee as interim Public Works Director. Motion to approve appointment made by Councilmember Kennedy, seconded by Councilmember Harbolt, motion carried 7-0, with Councilmember Pritchard voting aye via Zoom and Councilmember Starr abstaining.

1. Mr. Duncan accepted the appointment and thanked Ms. Allen for her hard work.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – None at this time

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None listed

5. REPORTS

A. City Council & Council Committee Reports

- i. Public Works Committee, Councilmember Maxwell stated there was nothing to report
- ii. Public Safety, Councilmember Kulibert stated there was no update

B. Council Comments

- i. Councilmember Pritchard - no report but did note a citizen question regarding an RV parked at Waterfront Park. Mayor Cooper commented that they are aware, and that Mr. Duncan is working on the issue. Stated that there were two parked there, one has moved and now they are working on the last one.
- ii. Councilmember Starr – Shared that she spoke with a Spokane County Sheriff’s Deputy and discussed ORV/Golf Cart topics. She will continue research and have information to the council by early next week.
- iii. Councilmember Kulibert – Shared that there is a brainstorming session being held at the library tomorrow, July 20th. It is for citizens to discuss what they would like to see happening in Medical Lake. Commented also that many of the area service organizations need volunteers.
- iv. Councilmember Kennedy – no comments
- v. Councilmember Maxwell – no comments
- vi. Councilmember Olmstead – inquired about the signage for Waterfront Park. Mr. Duncan replied that he is hoping they will be installed by the Bluewaters Bluegrass Festival in August. Ms. Olmstead also offered her appreciation to Ms. Allen.
- vii. Councilmember Harbolt – no comments

C. Mayor

- i. Shared further details regarding the interviews for City Administrator. Twenty-two people were invited to participate in the panel interviews, twelve were available. See attachment A for a list of participants. Mayor Cooper commented that it was a valuable process that will be used again.
- ii. Shared that there was a change in the law and the cap for credit unions has been lifted. This opens the possibility of banking again with STCU. The city currently banks at First Interstate in Airway Heights. An initial meeting was held with STCU, Mr. Ronholt, and Mayor Cooper, and the decision was made to proceed. Looking to make the transition after the first of the year.
- iii. A maintenance position with Public Works will be posted soon.
- iv. Shared information that the city was awarded a \$100,000 broadband grant.

D. City Administrator & City Staff

- i. Katy Allen, Interim Deputy City Administrator – Thanked the city and council for the honor of working with this community.
 1. Fireworks Permits – Explained that the application for TNT Productions was not processed properly. Ms. Allen spoke to Fire Chief Rohrbach and is asking council to approve the application retroactively. Motion to approve made by Councilmember Kulibert, seconded by Councilmember Olmstead, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.

2. Encouraged the public to contact Crime Check regarding public camping, etc. Asked that the subject be added to Public Safety Committee conversations. Mayor Cooper commented that she will add it to her newsletter as well.
3. Political signs along 902 on a public right of way are not approved. Noted that as city workers see them, they will remove them.
4. Discussed water leak and that Mr. Duncan believes it to be reclaimed water. They will test both water and sewer lines.
5. Filming of City Hall request – Ivanna Lomas from the Parks and Recreation Department is working on a special permit for this.
6. Held a meeting with representatives from DSHS regarding the land lease and they are supportive of keeping it as is.
7. Noted that negotiations are beginning with the labor union and a good first meeting was held.

6. WORKSHOP DISCUSSION – No items listed

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approve the July 5, 2022, Minutes
 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Starr, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.
- ii. Approve July 19, 2022, Claim Warrants 41482 through 41526 in the amount of \$216,804.80 and Payroll Warrants 20134 through 20144 in the amount of \$191,056.05.
 1. Finance Committee reviewed said warrants and approval recommended.
 - a. Motion to accept made by Councilmember Starr, seconded by Councilmember Kulibert, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.

B. Action Items

- i. Approval of Interim Agreement for Legal Services
 1. Mayor Cooper informed that the city's current attorney, Laura McAloon, has given her notice. Attorney Sean Bouts with Evans, Craven & Lackie, P.S. will serve in the interim along with the assistance of another attorney at the firm, Sean King. Mayor Cooper noted that a Request for Proposal has been sent out for legal services. Motion to approve interim agreement made by Councilmember Kennedy, seconded by Councilmember Harbolt, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

A. Resolution 22-543 ARPA Fund Allocations

- i. Mayor Cooper reminded the council that these allocations are by category and can bring back around for discussion if there are any changes. Asked if Mr. Ronholt had anything to add and he did not. No questions or discussion from council. Motion to approve resolution

made by Councilmember Kennedy, seconded by Councilmember Olmstead, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.

10. ORDINANCES

- A. Ordinance 1099 Budget Amendment – second reading
 - i. Mayor Cooper summarized ordinance. No questions from the council.
 - ii. Motion to approve made by Councilmember Starr, seconded by Councilmember Kennedy, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom.

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. Land Use Lease and union negotiations
 - i. Councilmember Starr requested a copy of the current union agreement to review prior to the next council meeting.
 - ii. Ms. Allen noted that progress is continuing to be made with the city’s website. Mayor Cooper explained that the current website is officially broken and while some things can be updated, other plug-ins cannot be fixed. A new website is coming soon.
 - iii. EVCO will be scheduling work to begin soon on the AV in the Council chambers.

13. INTERESTED CITIZENS – none

14. CONCLUSION

- A. Motion to conclude meeting made by Councilmember Kennedy, seconded by Councilmember Starr, motion carried 7-0 with Councilmember Pritchard voting aye via Zoom. Meeting concluded at 7:06 pm.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

**July 2022 AMENDMENT TO
CONTRACT FOR GARBAGE COLLECTION AND DISPOSAL
BETWEEN THE CITY OF MEDICAL LAKE AND
TORRE REFUSE & RECYCLING, LLC d.b.a.
SUNSHINE DISPOSAL & RECYCLING.**

The following provisions are added to the Contract:

Curbside Recycling. Sunshine Disposal & Recycling will provide curbside recycling to all residences of the City of Medical Lake beginning August 1, 2015. Curbside Recycling will be picked up every other week, along with the regular garbage pick-up. Sunshine will provide all residences within the City of Medical Lake with a 96-gallon wheeled recycling cart and a 96-gallon wheeled garbage cart at no additional cost. Appropriate recycling receptacles will be placed at apartment complexes. Sunshine will provide curbside recycling to businesses within the City of Medical Lake on a subscription basis. Sunshine will provide yard waste collection to residents and businesses within the City of Medical Lake on a subscription basis.

Additional Definitions.

RECYCLABLE materials for the purpose of this contract shall be defined as follows:

1. Cardboard
2. Plastic tubs and bottles
3. Newspapers, phone books, catalogs, office paper, junk mail, paper grocery bags, cereal boxes
4. Tin, steel and metal cans
5. Clean aluminum cans, foil and trays

During the term of the contract, the definition of recyclable materials may change when mutually agreed in writing by both parties.

RECYCLING CART shall mean a wheeled container with capacity of approximately ninety-six (96) gallons.

RECYCLING PROCESSING shall mean the cost of preparing recyclables for market generated by the residents from August to August of each year by use of the Recycling Cart.

RECYCLING RATE shall mean the tonnage of recyclable materials generated annually from August to August by the residents using the Recycling Cart.

[NEW] Section 29.6 Processing Fees and Annual Adjustments

Sunshine Disposal & Recycling will be compensated for Recycling Processing based on a (5) year average of previous Recycling Processing expenses. The five-year average was calculated at \$16,316 annually.

The \$16,316 Recycling Processing cost equates to approximately a 3% increase to the overall collection rate. The calculations are as follows:

2021 Revenue received under the contract between Sunshine and the City was \$557,568. The 2021 Recycling Processing Cost was \$16,316. An increase of \$16,316 in revenue would result in approximately \$291 in extra state 1.75% B&O tax, so the revenue change would need to be \$16,607.

$\$16,607 / \$557,568$ approximates to 3%.

This one-time 3% rate adjustment would be used as a basis for determining the annual cost of Recycling Processing. If the annual Recycling Processing cost drops to less than \$16,607 annually, the City would be compensated for the difference, and conversely, if the annual Recycling Processing cost was greater than \$16,607 the contractor would be compensated.

The cost for Recycling Processing shall be paid to the Contractor by the City based on the previous year's Recycling Processing cost. The Contractor will submit the Recycling Processing cost in an annualized spreadsheet based on certified weight tickets. The percentage increase or decrease of the Recycling Processing cost will be added or deleted from the rate sheet annually.

YARD AND FOOD WASTE (though not currently offered as a service) for the purpose of this contract shall be defined as follows:

1. Food Scraps: Meats, fruits, vegetables, breads, eggshells, coffee grounds and tea bags.
2. Food-soiled Paper: Pizza boxes, paper towels, napkins, non-shiny paper plates and cups, paper egg cartons, and paper grocery bags with food scraps.
3. Yard Debris: Grass, leaves, weeds, pine needles, thatch, plant trimmings, small amounts of sod, and branches less than three (3) inches in diameter.

During the term of the contract, the option of adding Yard and Food Waste collection service will be open for negotiation between the City and Contractor.

The definition of yard and food waste materials may change when mutually agreed in writing by both parties.

YARD WASTE CART shall mean a wheeled container with capacity of approximately ninety-six (96) gallons.

The following provisions of the Contract are hereby amended as to read as follows:

Section 29.6 Processing Fees and Annual Adjustments as set forth herein is incorporated to the Contract as a new section.

Term. The term of the Contract shall be extended through April 30, 2025. Upon mutual consent of City and Contractor, the Contract may be extended up to one (1) additional three-year term.

Exhibit B Rates and Charges effective September 1, 2022. is adopted and incorporated into this Amendment as if fully set forth herein.

DATED this ____ day of _____, 2022.

City of Medical Lake

Torre Refuse & Recycling, LLC
D/b/a Sunshine Disposal & Recycling

By: _____
Terri Cooper, Mayor

By: _____
Marc B. Torre, President

ATTEST:

Koss Ronholt, Finance Director

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

EXHIBIT - _____
RATES AND CHARGES
 Rates Effective September 1, 2022

		Recycle	
		Costs	
		3.00%	
Account Type	January 2022 Contractor Fee		May 2022 Contractor Fee
RESIDENTIAL			
Mini Can	17.15	0.51	17.66
1 Can, 1x per week /32 Gal Cart	18.61	0.56	19.17
2 Cans /64 Gal Cart	30.05	0.90	30.95
3 Cans /96 Gal Cart	38.98	1.17	40.15
4 Cans /2 64 Gal Carts	48.95	1.47	50.42
5 Cans /32 & 64 Gal Carts	59.30	1.78	61.08
6 Cans /2 96 Gal Carts	69.26	2.08	71.34
Extra Can/Bag/Box	3.53	0.11	3.64
Yard Waste			
COMMERCIAL			
1 Can, 1x per week	15.40	0.46	15.86
2 Cans	26.25	0.79	27.04
3 Cans	37.33	1.12	38.45
4 Cans	49.10	1.47	50.57
5 Cans	60.16	1.80	61.96
6 Cans	71.29	2.14	73.43
1 Can, 2x per week	31.40	0.94	32.34
2 Cans	54.22	1.63	55.85
3 Cans	77.65	2.33	79.98
4 Cans	101.70	3.05	104.75
5 Cans	125.12	3.75	128.87
6 Cans	148.52	4.46	152.98
1 Can, 3x per week	47.39	1.42	48.81
2 Cans	82.25	2.47	84.72
3 Cans	117.94	3.54	121.48
4 Cans	154.31	4.63	158.94
5 Cans	190.02	5.70	195.72
6 Cans	225.79	6.77	232.56
Extra Can/Bag/Box	3.53	0.11	3.64

EXHIBIT - _____
RATES AND CHARGES
 Rates Effective September 1, 2022

Account Type	January 2022 Contractor Fee	Costs	May 2022 Contractor Fee
		3.00%	
COMMERCIAL			
1 Yard Bin, 1x per week	87.05	2.61	89.66
2x per week	174.10	5.22	179.32
3x per week	261.11	7.83	268.94
5x per week	435.26	13.06	448.32
1.5 Yard Bin, 1x per week	111.26	3.34	114.60
2x per week	222.57	6.68	229.25
3x per week	333.81	10.01	343.82
5x per week	556.38	16.69	573.07
2 Yard Bin, 1x per week	160.48	4.81	165.29
2x per week	320.91	9.63	330.54
3x per week	481.43	14.44	495.87
5x per week	802.35	24.07	826.42
3 Yard Bin, 1x per week	243.68	7.31	250.99
2x per week	487.33	14.62	501.95
3x per week	731.04	21.93	752.97
5x per week	1,218.35	36.55	1,254.90
4 Yard Bin, 1x per week	276.37	8.29	284.66
2x per week	552.76	16.58	569.34
3x per week	829.15	24.87	854.02
5x per week	1,381.90	41.46	1,423.36
6 Yard Bin, 1x per week	467.07	14.01	481.08
2x per week	934.18	28.03	962.21
3x per week	1,401.21	42.04	1,443.25
5x per week	2,335.39	70.06	2,405.45
8 Yard Bin, 1x per week	613.65	18.41	632.06
2x per week	1,227.28	36.82	1,264.10
3x per week	1,840.95	55.23	1,896.18
5x per week	2,436.78	73.10	2,509.88
Extra Yard	26.81	0.80	27.61

ADDITIONAL FEES			
Container Delivery	38.47	1.15	39.62
Special Pick-up (commercial only)	46.17	1.39	47.56
Return Trip Charge	46.17	1.39	47.56
Extra Yardage (Extra garbage beside the container)	26.42	0.79	27.21