

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

6:30 PM  
June 21, 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  
Koss Ronholt, Finance Director  
Scott Duncan, PW Director  
Steve Cooper, WWTP Director  
Roxanne Wright, Admin. Asst.  
Laura McAloon, City Attorney  
(attended virtually)

**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
- B. Absence(s): None

**2. AGENDA APPROVAL**

- A. No changes or additions – Approved (7-0)

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. Gerri Johnson with Re-Imagine Medical Lake – Thank you to the city and presentation of a gift. Gave review of recent Founder’s Day.
  - i. Mayor Cooper thanked Mrs. Johnson and Re-Imagine Medical Lake for all their work for a successful Founder’s Day.

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – No items listed**

**5. REPORTS**

- A. City Council & Council Committee Reports
  - i. Public Safety Committee – Councilmember Kulibert discussed crime reports and noted that the undersheriff was present at the meeting. Information has been requested to better understand reported incidents. Crime appears to be trending downward in Medical Lake.
  - ii. Public Works Committee – Councilmember Maxwell shared that the Hallett sidewalk project is wrapping up, per Public Works Director, Scott Duncan. Also shared that the projects on Barker Road, Lefevre, and Stanley will begin in approximately one year.

- iii. Finance Committee – Councilmember Starr shared that ARPA and new technology items were discussed. Further information will be given later in tonight’s meeting.

**B. Council Comments**

- i. Councilmember Pritchard met with Housing Authority again. Noted that there is still substantial money available. Commented that Founder’s Day was amazing. Asked that it be noted that he witnessed city staff member, Missy Eaker, mowing a citizen’s lawn for them.
- ii. Councilmember Starr – also noted that Founder’s Day was amazing this year. Shared that she volunteered with the Triathlon and was impressed with how it was run. Also noted how impressed she was with the Trailblazer bench across from Coney Island.
- iii. Councilmember Kulibert – Enjoyed Founder’s Day. Shared that he handed out hollyhock seeds to vendors and citizens.
- iv. Councilmember Kennedy – Shared that he attended the STA board meeting last week. Shared that ridership is up, the “kids ride free” program, and progress on the city line.
  - 1. Mayor Cooper suggested raising the issue of how many trips to Medical Lake are available through STA. Possibility of an increase due to rising fuel costs.
- v. Councilmember Maxwell – Was unable to attend Founder’s Day but shared that he has heard many great things about it. Shared that he will look into getting the 3-on-3 basketball tournament back for next year.
- vi. Councilmember Olmstead – shared that she also had a wonderful time at Founder’s Day and noted that there were many more vendors this year. Also shared that she enjoyed the council retreat and the opportunity to know the other council members better.

**C. Mayor**

- i. Thanked the council for attending last week’s retreat. Shared that the City Administrator position is still open with interviews next week. Shared that they are looking into a limited commission for the code enforcement officer which will offer more efficiency for that role.

**D. City Administrator & City Staff**

- i. Katy Allen, Interim Deputy City Administrator – Council Retreat update. See attachment A.
  - 1. DSHS Land Lease Terms
    - a. Referenced RCW 71a.20.170 re: fair market value. See attachment B for the full text of said RCW.
  - 2. PTERA wi-fi service is running at City Hall.
  - 3. Shared that the Planning Commission meeting was moved from June 23<sup>rd</sup> to June 30<sup>th</sup>.
  - 4. Gave an update on City Administrator recruitment – received 5 applications and will do a screening review next week. Once applicants have been narrowed down, the council will be included.
  - 5. Shared that the new City Planner, Elisa Rodriguez, started Monday, June 20<sup>th</sup>, and was unable to attend tonight’s meeting due to a pre-scheduled obligation but will attend future meetings.

ii. Public Works – Scott Duncan

1. Shared that the city was awarded the SRTC Grant in the amount of \$511,000 for handicap ramps on Lake Street between Lefevre and Prentis Streets. Explained that it is completely funded with no city matching required.
2. Shared that we also received a grant for paving and sidewalk projects on Barker Road from Lefevre Street to Stanley Street.

**6. WORKSHOP DISCUSSION**

A. ARPA Grant and Fund Distribution – Koss Ronholt – See Attachment C

- i. Councilmember Starr – shared that the Finance Committee discussed the civic non-profits, and many questions arose as to how best to distribute these funds.
- ii. Councilmember Kulibert shared a desire to see monies benefit Medical Lake specifically. Councilmember Olmstead also expressed this desire as well as a desire to have more time to discuss details and how to allocate funds.
- iii. Council determined to delay the decision to a future council meeting with a workshop so everyone can have an opportunity for input.
  1. Motion to delay decision made by Councilmember Kulibert, seconded by Councilmember Starr. Motion carried (7-0).

**7. GENERAL BUSINESS**

A. Consent Agenda

- i. Approve the (June 7, 2022, and June 14, 2022, Special Meeting) Minutes
  1. Corrections to June 7, 2022, minutes
    - a. Section 5.a.iii should note this was a Public Works report
    - b. Citizen Shirley Maike noted that minutes indicate Finance Director, Koss Ronholt as being present, when in fact he was not.
    - c. Citizen Lahnne Henderson noted that her name was misspelled in section 13.b.
    - d. Motion to approve June 7, 2022, minutes as amended made by Councilmember Kennedy, seconded by Councilmember Olmstead, motion carried (7-0).
  2. Corrections to June 14, 2022, minutes
    - a. Section B.i.1. should read “lease” not “ease” and the word “options” added.
    - b. Motion to approve minutes as amended made by Councilmember Maxwell, seconded by Councilmember Pritchard, motion carried (7-0).
- ii. Approve June 21, 2022, Claim Warrants 41397 through 41439 in the amount of \$77,246.40.
  1. Councilmember Starr reported that the Finance Committee reviewed said warrants and approval recommended.
    - a. All approved (7-0)

B. Action Items - none

**8. PUBLIC HEARING / APPEALS – No items listed**

**9. RESOLUTIONS – No items listed**

**10. ORDINANCES**

- A. First reading of Ordinance 1070 Regulating Business Licenses
  - i. Mayor Cooper opened for discussion and explained the change at the state level.
  - ii. Motion to approve first reading made by Councilmember Pritchard, seconded by Councilmember Kulibert. Motion carried (7-0)

**11. EMERGENCY ORDINANCES – No items listed**

**12. UPCOMING AGENDA ITEMS**

- A. Councilmember Kulibert would like further discussion on DSHS Land Lease options.
  - i. Mayor Cooper shared that they would be meeting again soon and that as soon as we hear from the state what our options are, will bring back to council for further discussion.
  
- B. Katy Allen – Interim Deputy City Administrator
  - i. 2<sup>nd</sup> read on Ordinance 1070 Regulating Business Licenses
  - ii. Administrative Fee Schedule Resolution
  - iii. ARPA Funding decision
  - iv. Budget Amendment – 1<sup>st</sup> Read Ordinance
  - v. EVCO – Contract to upgrade council chambers
  - vi. Land Lease Workshop for July 19, 2022
  
- C. Councilmember Starr would like to open a discussion about offroad vehicles within city limits. Mayor Cooper indicated the need to address public safety and compare with other cities before bringing the topic before the council. Possibly set for an agenda item at August 2, 2022, meeting.

**13. INTERESTED CITIZENS**

- A. Lahnne Henderson – noted the need for correction to the minutes of June 7, 2022, section 13.B. where her first name is misspelled. Expressed desire to see the number of citizens in attendance at council meetings noted in minutes.
  - i. Motion to approve additional corrections to June 7, 2022, minutes made by Councilmember Maxwell, seconded by Councilmember Olmstead, motion carried (7-0)
- B. Public Safety Update – Fire Chief Cody Rohrbach
  - i. Thanked the City and Gerri Johnson with Re-Imagine Medical Lake for their partnerships. Shared information regarding the upcoming EMS Levy on the August 2, 2022, ballot and requested assistance with communicating information to the public. Shared a handout with levy information.
    - 1. Mayor Cooper inquired if there had been citizen engagement during Founder's Day. Chief Rohrbach shared that yes, there were good discussions had and they received positive feedback.
    - 2. Chief Rohrbach answered questions from Councilmembers Pritchard, Kulibert, and Harbolt.

**14. EXECUTIVE SESSION – No items listed**

**15. CONCLUSION**

- A. Motion to conclude meeting made by Councilmember Pritchard, seconded by Councilmember Olmstead. Motion carried (7-0) and meeting concluded at 7:49pm.

  
Terri Cooper, Mayor

  
Koss Ronholt, Finance Director/City Clerk

**Council Meeting Minutes, June 21, 2022**  
**Attachment "A"**  
**Council Retreat Update**

# Medical Lake Retreat

## June 14, 2022

### Art Kulibert

- Stabilize Revenue Funds
  - Property Taxes
  - RV Hook Ups
- 

### Dawn Olmstead

- Business Incentives
- Website Improvements
- Community Events and Engagement
  - Citizen Participation & Volunteer Opportunities
  - Senior Programs
  - Youth Programs
  - Activities

### Don Kennedy

- Sidewalks – Build and Maintain
- Electric Message Board
- Wildlife Control

### Heather Starr

- Business Forum
- Map of Medical Lake
- Wayfinding Signage
- Information Board and/or Kiosks
- New Employees @ WWTP – 2?
- Stanley NB – Left-hand turn @ 902
- Off Road Vehicles (ORV) – approved routes

### Chad Pritchard

- Summer Camps
- Library
- After School Programs
- Community Events and Activities
- Stormwater
- Parks Master Plan
- "Celebrate History of Medical Lake"
- Plan for 902 East of Craig Road

### Bob Marshall

- Downtown – more inviting
- Employee Appreciation
- Speed Trailor

### Tony Harbolt

- Waterfront Park
  - Improve experience
  - Food Trucks
  - Rentals
  - Public Safety and Security
- Block watch
- Block Parties – Plan and Promote meet your neighbors
- Radar speed reading @ City Entrance – Speed Trailors

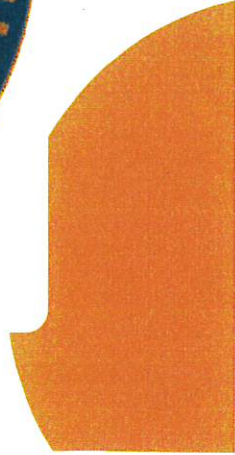
### Terri Cooper

- WSDOT business loop signs at ML freeway exits
- Downtown beautification
- Expand/Improve Parks and Trails
- Attracting small business and outdoor rec users
- Improve Public Safety response times
- Explore Public Safety Service Delivery Option



# City Council and Mayor Priorities – 2022

- Budget
- Citizen Engagement
- Transportation
- Parks
- Public Safety
- Support for Local Business



**Council Meeting Minutes, June 21, 2022**  
**Attachment "B"**  
**RCW 71a.20.170 Text**

**RCW 71A.20.170**

**Developmental disabilities community services account—Creation—Required deposits—Permitted withdrawals—Investment of funds.**

(1) The developmental disabilities community services account is created in the state treasury.

(2) The following revenues must be deposited in the account:

(a) All net proceeds from leases or sales of real property, conservation easements, and sales of timber, from the state properties at the Fircrest residential habilitation center, the Lakeland Village residential habilitation center, the Rainier school, and the Yakima Valley school. However, real property that is determined by the department of social and health services to be required for the operations of the residential habilitation centers is excluded from the real property that may be leased or sold for the benefit of the account. In addition, real property owned by the charitable, educational, penal, and reformatory institutions trust, and revenue therefrom, is excluded; and

(b) Any other moneys appropriated or transferred to the account by the legislature.

(3) Any sale, lease, or easement under this section must be at fair market value.

(4) Moneys in the account may be spent only after appropriation. Expenditures from the account shall be used exclusively for:

(a) Supports and services in a community setting to benefit eligible persons with intellectual and developmental disabilities; or

(b) Investment expenses of the state investment board.

(5) The department of social and health services must solicit recommendations from the Washington state developmental disabilities council regarding expenditure of moneys from the Dan Thompson memorial developmental disabilities community services account for supports and services in a community setting to benefit eligible persons with developmental disabilities.

(6) Expenditures from the account must supplement, and may not replace, supplant, or reduce current state expenditure levels for supports and services in the community setting for eligible persons with developmental disabilities.

(7)(a) The state investment board must invest moneys in the account. The state investment board has the full power to invest, reinvest, manage, contract, sell, or exchange investment money in the account. All investment and operating costs associated with the investment of money shall be paid under **RCW 43.33A.160** and **43.84.160**.

(b) All investments made by the state investment board shall be made with the degree of judgment and care required under **RCW 43.33A.140** and the investment policy established by the state investment board.

(c) The state investment board shall routinely consult and communicate with the department of social and health services and the legislature on the investment policy, earnings of the account, and related needs of the account.

(8) The account shall be known as the Dan Thompson memorial developmental disabilities community services account.

[ **2020 c 250 § 1; 2011 1st sp.s. c 30 § 12; 2008 c 265 § 1; 2005 c 353 § 1.** ]

**Council Meeting Minutes, June 21, 2022**  
**Attachment "C"**  
**ARPA Grant Presentation**

# ARPA Funding

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Civic Non-Profit Allocation Workshop

1

## Current Funding Status



**TOTAL AWARDED:**  
**\$1,386,248**



**TOTAL SPENT: \$203,931**



**UNALLOCATED FUNDS:**  
**\$1,182,316**

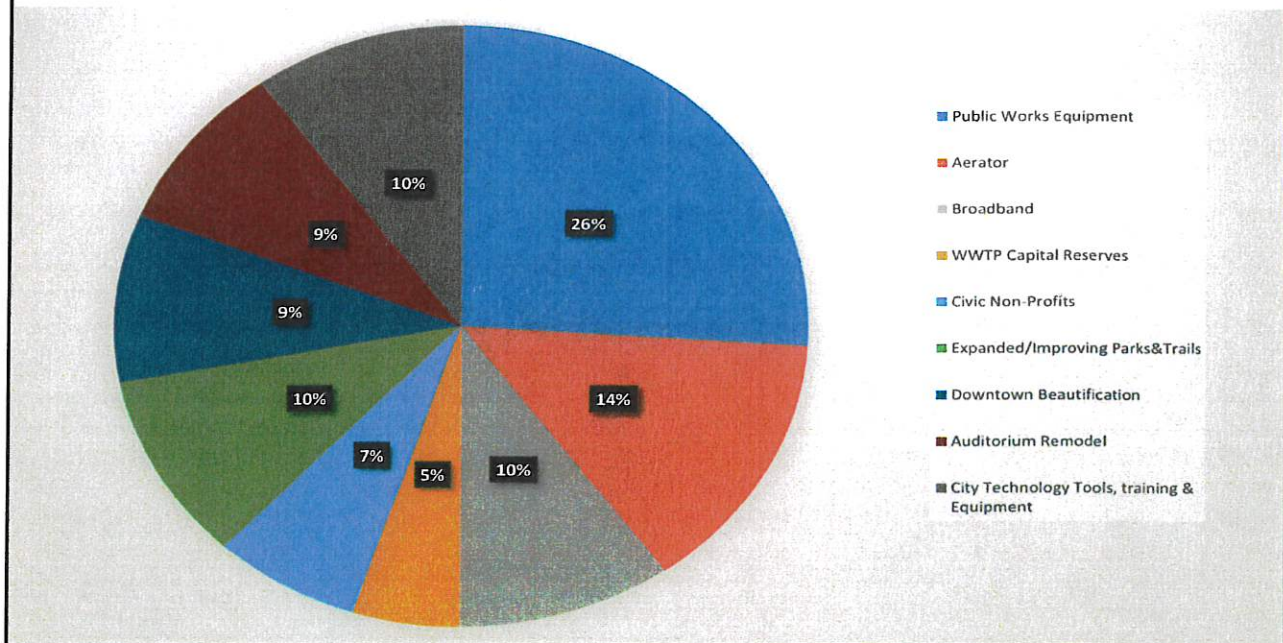
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## Proposed Allocations

Allocation Area	% of Total	Amount
Public Works Equipment	26%	\$307,402
Aerators	14%	\$165,524
Broadband (Ptera, Inc)	10%	\$118,231
WWTP Capital Reserves	5%	\$59,115
Civic Non-Profits	7%	\$82,762
Expanded Parks & Trails	10%	\$118,231
Downtown Beautification	9%	\$106,408
Auditorium Remodel	9%	\$106,408
City Technology and Training	10%	\$118,231

3

## Allocation Percentages



4

## Public Works Equipment – 26% \$307,402

- |                          |           |
|--------------------------|-----------|
| • Mini Excavator+Trailer | \$87,402  |
| • Sewer Rodder/Vactor    | \$150,000 |
| • Loader                 | \$50,000  |
| • Street Sweeper*        | \$20,000  |

\*Street Sweeper has been purchased for \$20,000, approval is requested for funding with ARPA funds

5

## Aerators - 14%

## \$165,524

- \$108,553 - Purchase of 2 used Aerators
- \$56,971 - Funds for install, maintenance and peripheral expenditures

6

Broadband (Ptera, Inc) – 10%      \$118,231

- \$100,000 – Grant funding to off-set costs of installation and construction of internet infrastructure.
- \$18,231 – Broadband reserves

7

WWTP Capital Reserves – 5%      \$59,115

\$59,115 – Reserves for future capital needs.

- UV Light System
- Fine Screen System

8



Expanded Parks & Trails - 10% \$118,231

- \$118,231 Reserved for the improvement of City parks and trails

9

Downtown Beautification – 9% \$106,408

- \$106,408 – Reserves for city beautification projects, including sidewalks, streets, lighting and landscape

10

Auditorium Remodel – 9%                      \$106,408

- \$106,408 – Reserves to convert Auditorium into an updated Community Center. Includes costs for planning and construction.

11

City Technology – 10%                      \$118,231.67

Possible Projects and Expenses

- Digital Records Database and Portal
- Project Accounting Software
- Council Chambers virtual capabilities and viewing screens
- Communication Hardware and Software
- Training courses on new technology

12

## Civic Non-Profits – 7%

\$82,762

Applications	*Previously Granted	Requesting	Decision
Kiwanis		\$ 2,300.00	
ML Community Outreach	\$ 135,520.77	\$ 50,000.00	
ML Food Bank	\$ 98,680.51	\$ 50,000.00	
Reimagine ML		\$ 20,000.00	
American Legion		\$ 2,000.00	
Blue Waters Bluegrass		\$ 105,000.00	
Dollars for Scholars		\$ 38,780.00	
St. John's Lutheran Church		\$ 25,000.00	
<b>Total</b>	<b>\$ 234,201.28</b>	<b>\$ 293,080.00</b>	<b>\$</b>

\*Figures includes amount granted with CARES and ARPA funds

13

Thanks!

14