

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
July 5, 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
Bob Maxwell
Art Kulibert

Administration/Staff

Terri Cooper, Mayor
Katy Allen, Interim-Deputy
City Administrator
Koss Ronholt, Finance Director
Roxanne Wright, Admin. Asst.
Shannon Ragonesi,
Legal Counsel with Keating, Bucklin, & McCormack
(attended remotely for the Executive Session only)

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): Tony Harbolt – Councilmember Harbolt asked to be excused, motion to excuse made by Councilmember Kennedy, seconded by Councilmember Pritchard, motion carried 6-0

2. AGENDA APPROVAL

- A. Katy Allen, Interim Deputy City Administrator
 - i. Explained the need for Executive Session per RCW 42.30.110.(1)i (see attachment A) and asked for a motion to add this item to the agenda and move the session up to the next item of business. Motioned by Councilmember Kennedy, seconded by Councilmember Starr, motion carried 6-0.
 - ii. Due to a technical error in the recording of the meeting, and to preserve the integrity of the Executive Session, the council meeting was restarted by the mayor at 6:44, pledge of allegiance done, roll call made, and motion to excuse Councilmember Harbolt made by Councilmember Kennedy, seconded by Councilmember Starr, motion carried 6-0

3. EXECUTIVE SESSION

- A. Audience was excused while Executive Session was held. Zoom participants placed in breakout rooms.
- B. Executive Session began at 6:35 pm and ended at 6:42 pm.
 - i. No action was taken during the Executive Session.

4. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Lahnne Henderson – Requested further clarification regarding the auditorium remodel using ARPA funds. Requested a July 4th update from Chief Rohrbach during his Public Safety presentation.
- B. Brandon McCoy – gave a presentation to Council regarding his request to film City Hall and surrounding areas.

5. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None listed

6. REPORTS

A. City Council & Council Committee Reports

- i. Public Safety - Fire Chief Rohrbach – Reported that the 4th of July celebrations were a little better this year because of the weather. Emergency responses saw an improvement. Reported that community interactions were mostly positive and overall celebrations were responsible. Shared that there were two permits received and approved for the sale of fireworks. Mayor Cooper commented that both the fire department and city council approved permits and these were the same stands that have operated in Medical Lake historically. Chief Rohrbach continued his report sharing that there were 227 calls district-wide last month and that he will get the specific numbers regarding Medical Lake. Shared that mail-in ballots will go out this month and gave information about the EMS Levy.
 - 1. Councilmember Kulibert asked about patrols by the fire department on the 4th of July. Chief Rohrbach confirmed that they were, in fact, out and about in the area and mobile.
- ii. Finance Committee – Report will be made during the workshop slated for later in the agenda.

B. Council Comments

- i. Councilmember Pritchard – no report
- ii. Councilmember Starr – asked about ORV/Golf cart usage. Mayor Cooper responded that the issue is being investigated and information being gathered from other cities. Katy Allen commented that there will be someone come share information sometime in August.
- iii. Councilmember Kulibert – Commented that he was pleased with how the community handled fireworks and the clean-up afterward.
 - 1. Councilmember Pritchard commented that he noticed fireworks coming from the trail around Medical Lake.
- iv. Councilmember Kennedy – Shared that he attended an STA meeting on Thursday; ridership has been going down with STA and Paratransit. Mayor Cooper noted that it makes sense due to the pandemic and will be interested to compare usage with this year.
- v. Councilmember Maxwell – commented that he enjoyed driving around and seeing everyone having fun during the 4th of July celebrations.
- vi. Councilmember Olmstead – no report

C. Mayor

- i. Shared that she was impressed with how Medical Lake citizens managed their celebrations. Shared that she joined a block party in her neighborhood with about fifty other citizens. Noted that she will be declaring August "Block Party" month and explained the process that will be put in place.

D. City Administrator & City Staff

i. Katy Allen, Interim Deputy City Administrator

1. Notified city council that Laura McAloon has given her 30-day resignation notice. Explained that the city is now looking to find legal counsel. The law firm of Evans, Craven, and Lackie will provide an interim agreement for the council's consideration at the July 19, 2022, meeting.
2. Ms. Allen gave an update on the City Administrator position. Shared that five applications have been received and reviewed with four of the five applicants advancing to interviews. Requested availability of council members for interview panels on Monday, July 11, 2022. Once a candidate is selected, the mayor will appoint, and it will be brought before the council for confirmation. The hope is to have a candidate for the July 19th council meeting. Mayor Cooper added that community members will be on the interview panel along with city council members.

7. WORKSHOP DISCUSSION

A. ARPA Grant and Fund Distribution – Koss Ronholt, Finance Director/City Clerk

- i. Mayor Cooper expressed a desire to move forward.
- ii. Mr. Ronholt shared that they had a consensus at the Finance Committee meeting with no changes made to actual allocations.
- iii. Councilmember Starr explained that this was the second round of discussions regarding this matter. Discussed the criteria the Finance Committee used to determine how to disperse funding to non-profit organizations:
 1. Have the organizations received funding in the past?
 2. Do they have other funding options?
 3. Do they have a current 501c3?
- iv. Councilmember Starr explained that organizations can always reapply for the next round of distributions as the Finance Committee opted to not disperse the full amounts at this time. Updated distribution lists were distributed to the council, noting that some of the awarded amounts are different than what was requested. The distribution list is as follows:
 1. Kiwanis – Requested \$2,300, proposed to award full amount.
 2. Re-Imagine Medical Lake – Requested \$20,000, proposed to award full amount.
 3. American Legion – Requested \$2,000, on hold until they receive a valid 501c3.
 4. Dollars for Scholars – Requested \$38,780 over 3 years, proposed to award \$14,960 for one year.
 5. St. John's Lutheran church – requested \$25,000 to update for wheelchair accessibility. Proposed \$7,675 to address functionality not beautification (request included a stained-glass window).
 6. Medical Lake Community Outreach and Food Bank – noted that they have already received a substantial amount of funding. Committee feels that it is in the best interest of the budget to not move forward with this application at this time.
 7. Bluewaters Festival – Requested funding for a sound stage that could be used not just for this festival but for other community events. Commented that this is a great idea but cannot facilitate with ARPA funding, would be more appropriate for Parks and Recreation updating not as a non-profit request since it is a different allocation of funds.

- a. Mayor Cooper commented that she agrees it is a great idea but that we are in the process of updating the lease on the property at Waterfront Park. There are still many questions that haven't been addressed yet regarding the requested soundstage; the answer isn't no, just not for this type of funding.
8. \$44,935 is the total amount of funding proposed, this would leave a balance of \$37,827 for a second round of allocations with new applications being required.
9. Request to approve allocations made by Councilmember Pritchard seconded by Councilmember Maxwell, motion carried 6-0.
10. Mayor Cooper explained the process for non-profits to move forward

8. GENERAL BUSINESS

A. Consent Agenda

- i. Approve the June 21, 2022, Minutes
 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Pritchard, motion carried 6-0.
 - a. Councilmember Kulibert commented that Councilmember Maxwell's name was incorrect on the PowerPoint presentation from the 5/24 special meeting and requested it be noted in tonight's meeting.
- ii. Approve July 5, 2022, Vouchers 41441 through 41473 in the amount of \$246,752.69.
 1. Finance Committee reviewed said warrants and approval recommended.
 - a. Motion to accept made by Councilmember Pritchard, seconded by Councilmember Kulibert, motion carried 6-0.

B. Action Items

- i. Approval of ARPA Funding Distribution
 1. Katy Allen explained that this item will be presented as a Resolution for the July 19, 2022, council meeting.

9. PUBLIC HEARING / APPEALS – No items listed

10. RESOLUTIONS

- A. Resolution 22-541 Authorizing the Mayor to Execute a Proposal from EVCO Sound to Provide Audio-Visual Upgrades to City Council Chambers
 - i. Mayor Cooper explained the proposal. Councilmember Kennedy asked if this is a budget item and the mayor explained this is ARPA funded.
 - ii. Councilmember Kennedy moved to approve the resolution, seconded by Councilmember Olmstead, motion carried 6-0.

11. ORDINANCES

- A. First Reading – Ordinance 1099 Budget Amendment
 - i. Koss Ronholt read the Ordinance summary.
 - ii. Mayor Cooper explained the Ordinance in more detail.

- iii. Motion to accept the Ordinance made by Councilmember Starr, seconded by Councilmember Kulibert, motion carried 6-0. Second reading will be held at the July 19, 2022, meeting.

B. Second Reading - Ordinance 1070 Regulating Business Licenses

- i. Koss Ronholt read Ordinance summary
- ii. Mayor Cooper explained the Ordinance in more detail.
- iii. Noted that there needs to be a comma in the summary of Ordinance between the numbers "5" and "6".
- iv. Motion made by Councilmember Pritchard to approve with the above correction, seconded by Councilmember Kulibert, motion carried 6-0 and Ordinance approved.
- v. Councilmember Kulibert made an additional comment that the state of Washington is making some changes to its business licensing processes.

12. EMERGENCY ORDINANCES – No items listed

13. UPCOMING AGENDA ITEMS

- A. Katy Allen – Interim Deputy City Administrator
 - i. MOU for film request
 - ii. Agreement for interim legal services
 - iii. ARPA Fund Distribution Resolution
 - iv. City Administrator position

14. INTERESTED CITIZENS

- A. Lahnne Henderson – Additional questions about auditorium expansion. Mayor Cooper explained that there is no formal proposal yet. Some suggestions have been received and that it would be a multi-purpose room, possibly including more AV equipment, updated flooring, ventilation, etc.

15. CONCLUSION

- A. Motion to conclude meeting made by Councilmember Kulibert, seconded by Councilmember Pritchard, motion carried 6-0 and meeting concluded at 7:50 pm.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

Council Meeting Minutes, July 5, 2022
Attachment "A"
RCW 42.30.110(1)i

RCW 42.30.110 Executive sessions. (1) Nothing contained in this chapter may be construed to prevent a governing body from holding an executive session during a regular or special meeting:

- (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

This subsection (1)(i) does not permit a governing body to hold an executive session solely because an attorney representing the agency is present. For purposes of this subsection (1)(i), "potential litigation" means matters protected by RPC 1.6 or RCW 5.60.060(2)(a) concerning:

- (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party;
- (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or
- (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency;