

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

Tony Harbolt
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. All present.

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