

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
September 6, 2022

MINUTES

Council Chambers
124 S. Lefevre Street

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
Art Kulibert
Bob Maxwell
Dawn Olmstead
Chad Pritchard
Heather Starr

Administration/Staff

Koss Ronholt, Finance Director/City Clerk
Steve Cooper, WWTP Director
Sean King, City Attorney

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

- A. Mayor Cooper called the meeting to order at 6:33 pm, led the Pledge of Allegiance, and roll call.
 - 1. Councilmember Kennedy submitted a request to be excused from all September Council meetings. Motion to approve the request made by Councilmember Kulibert, seconded by Councilmember Pritchard, motion carried 6-0.

2. AGENDA APPROVAL

- A. Additions to Agenda
 - i. Add three contracts to Action Items section 7B
 - 1. Contract for Police Services at Waterfront Park during Labor Day, motion to accept the addition of contract to agenda made by Councilmember Kulibert, seconded by Councilmember Starr, motion carried 6-0.
 - 2. Parks & Recreation contracts for Jazzercise and Yoga. Motion to accept the addition of contracts to agenda made by Councilmember Harbolt, seconded by Councilmember Pritchard, motion carried 6-0.
 - ii. Add grant request discussion to Workshop Discussion section 6B. Motion to add made by Councilmember Kulibert, seconded by Councilmember Starr, motion carried 6-0.
 - 1. Motion to accept agenda with additions made by Councilmember Pritchard, seconded by Councilmember Starr, motion carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. None at this time

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

5. REPORTS

A. City Council & Council Committee Reports

- i. Public Safety – Bill Dennstaedt, Deputy Chief FD3
 1. Confirmed that the EMS levy did not pass, and information will be corrected in the Cheney Free Press. Gave an update on current call stats reporting that Medical Lake has had 372 calls year-to-date.
- ii. Parks & Rec – Councilmember Olmstead
 1. Gave an update on youth fall sports. Coaches are still needed. Fitness classes are being offered for adults/seniors. Information is in the newsletter, on Facebook, on flyers at City Hall, and Ms. Lomas is sending e-mails.

B. Public Works

- i. Steve Cooper – Interim Public Works Director
 1. Update on the broken water pipe and next steps. Mayor Cooper clarified that the water is potable, and the discharge has been re-routed.

C. Finance Committee – Councilmember Starr

- i. Reported that what the finance committee discussed will be gone over in detail during tonight's council meeting.

D. Council Comments

- i. Councilmember Pritchard – reported on the walk around Medical Lake and shared that another one will be held in December.
- ii. Councilmember Starr – no report
- iii. Councilmember Kulibert – reported on his caring for flower beds around City Hall.
- iv. Councilmember Maxwell – no report
- v. Councilmember Olmstead – expressed excitement for the upcoming parks & rec offerings.
- vi. Councilmember Harbolt – commented that he would like to see a sheriff's department representative at council meetings.

E. Mayor Cooper

- i. Shared about the Transportation Improvement Board Grant Applications
- ii. Shared that a Request for Proposals for the Solar Grant will be going out.
- iii. Shared that the Planning Commission is continuing its work on the city's Critical Areas Ordinance.
- iv. Shared that the city has received positive feedback regarding the monthly newsletter. Requested topics from the council for the newsletter. Councilmember Starr requested an excerpt about not feeding deer.
- v. Shared about the Juvenile Justice and Delinquency Prevention program and the Youth Violence Prevention grant.
- vi. Explained the reason for requesting to hold a workshop discussion regarding the procurement policy and ordinance.

F. City Administrator & City Staff

- i. Koss Ronholt 2nd Quarter Budget Report
 1. Gave a presentation on the Quarter 2 Budget Analysis

6. WORKSHOP DISCUSSION –

- A. Procurement policy (Resolution 22-544) - Koss Ronholt
 - i. Explained policy

- B. Grant Requests - Mayor Cooper
 - i. Shared that there are many grant opportunities available to the city. Asked the council how they would like to proceed when a grant opportunity is available. Council would like to proceed with applying for all grants available.

7. GENERAL BUSINESS

- A. Consent Agenda
 - i. Approve **August 16, 2022**, Minutes
 - 1. Motion to approve minutes made by Councilmember Kulibert, seconded by Councilmember Starr, motion carried 6-0.

 - ii. Approve **September 6, 2022**, Claim Warrants **41631** through **41682** in the amount of **\$86,341.96**
 - 1. Finance committee reviewed and recommends approval per Councilmember Starr.
 - 2. Motion to approve warrants made by Councilmember Pritchard, seconded by Councilmember Starr, motion carried 6-0.

- B. Action Items
 - i. Resolution 22-547 Interagency Reimbursement Agreement IAA23746 Between the Washington State Administrative Office of the Courts and the City of Medical Lake
 - 1. Mayor Cooper is recusing herself from the action item due to her position at the Cheney Municipal Court. Councilmember Kulibert will act as Mayor Pro Tem. Mayor Cooper explained the agreement in general terms.
 - a. Motion to adopt resolution made by Councilmember Harbolt, seconded by Councilmember Starr, motion carried 6-0.

 - ii. Contract for Police Services at Waterfront Park during Labor Day – motion to accept contract made by Councilmember Pritchard, seconded by Councilmember Kulibert, motion carried 6-0.

 - iii. Jazzercise Contract – motion to accept with a correction to reflect the title as Jazzercise with Julie Butler not Yoga (strike Yoga and correct to Jazzercise) made by Councilmember Pritchard, seconded by Councilmember Starr, motion carried 6-0.

 - iv. Senior Yoga and Fitness Classes Contract– Mayor requested to add “senior” and “classes” to the title on the contract. Motion to accept with amendments made by Councilmember Olmstead, seconded by Councilmember Harbolt, motion carried 6-0.

8. PUBLIC HEARING / APPEALS – Resolution 22-546 Authorizing the City of Medical Lake Six-Year Traffic Improvement Plan

- A. Public Hearing opened at 7:31 pm – no public comments, Councilmember Kulibert shared comments, and the mayor explained that the improvements listed are not chronological and can be done as necessary.
 - i. Closed hearing at 7:33 pm

- ii. Motion to adopt the resolution made by Councilmember Kulibert, seconded by Councilmember Olmstead, motion carried 6-0.

9. RESOLUTIONS

- A. Resolution 22-545 Juneteenth Floating Holiday Amending City of Medical Lake Personnel Policy
 - i. Motion to adopt the resolution made by Councilmember Starr, seconded by Councilmember Harbolt, motion carried 6-0.
- B. 9B was stricken from the agenda as it was already discussed under Action Items section 7Bi

10. ORDINANCES

- A. First Read Ordinance 1100 Procurement Policy Amending MLMC 2.20.010 Purchase Requisition
 - i. Koss Ronholt read the Ordinance title in full
 - ii. Motion to accept first read made by Councilmember Harbolt, seconded by Councilmember Olmstead, motion carried 5-1 with Councilmember Kulibert voting Nay.

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. Councilmember Pritchard would like to discuss Peper Park.

13. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Lahnie Henderson 611 E Ladd – would like there to be discussion when there are recommendations made regarding 1st reading of ordinances.

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion to conclude meeting made by Councilmember Pritchard, seconded by Councilmember Starr, motion carried 6-0 and meeting concluded at 7:47 pm.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk