

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting and Public Hearing**

6:30 PM  
November 15, 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**

Don Kennedy – Mayor Pro-Tem  
Chad Pritchard  
Art Kulibert  
Bob Maxwell  
Heather Starr  
Dawn Olmstead  
Tony Harbolt

**Administration/Staff**

Scott Duncan, Interim City Administrator  
Koss Ronholt, Finance Director/City Clerk  
Sean King, City Attorney  
Elisa Rodriguez, City Planner  
Roxanne Wright, Administrative Asst.

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

- A. Mayor Pro-Tem Kennedy called the meeting to order at 6:31 pm, led the Pledge of Allegiance and conducted roll call.
  - i. All councilmembers present.
- B. Absences
  - i. Mayor Cooper was out ill. Councilmember Don Kennedy is acting Mayor Pro-Tem.

**2. AGENDA APPROVAL**

- A. Additions to agenda
  - i. Under Action Item 7B add approval of the City Administrator Contract
  - ii. Change order of tonight's agenda to handle Ordinances before Resolutions
    - 1. Motion to approve agenda with changes made by councilmember Pritchard, seconded by councilmember Starr, motion carried 7-0.

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

- A. None

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

**5. REPORTS**

- A. City Council & Council Committee Reports
  - i. Public Safety Committee

1. Councilmember Kulibert reported that representatives from both the Fire Department and County Sheriff's Department were present at the meeting. Spoke about ice safety.
  2. Tom Brunke with Fire District 3 – reported that there have been 535 calls to date in Medical Lake and that is down 3.9% for the year in the district. Last Saturday they held a mass recruitment meeting. There will be four new volunteers coming to Medical Lake.
  3. Deputy Gladden with Spokane County Sheriff– shared that there will be a new deputy for day shift in Medical Lake.
- ii. Public Works – Councilmember Maxwell shared that the water line that has been leaking in wetlands area will be moved north. Funding will be known by next week. All wells are doing good. All five of the solar aerators are up and running. Compost trailers have been moved out. Updated on snow removal and winter preparations.
  - iii. Finance Committee – Councilmember Starr gave overview of what was discussed in the committee meeting and that the items will be discussed more in depth during the council meeting. Commented on how pleased she is with the direction of the finance department and how smoothly things are going. Commented that moving to STCU will be beneficial, cost-saving, and allow us to accept credit cards at the front desk.

B. Council Comments

- i. Councilmember Pritchard – thanked the audience for attending.
- ii. Councilmember Starr – no report
- iii. Councilmember Kulibert – no report
- iv. Councilmember Maxwell - no report
- v. Councilmember Kennedy – shared that he attended a performance monitoring meeting for STA.
- vi. Councilmember Olmstead – no report
- vii. Councilmember Harbolt – no report

C. Mayor Cooper – absent, no report

D. City Administrator & City Staff

- i. Scott Duncan, Interim City Administrator – shared that Public Works is getting ready to set up holiday lights downtown.

6. **WORKSHOP DISCUSSION** – no items listed

7. **GENERAL BUSINESS**

A. Consent Agenda

- i. Approve **November 1, 2022**, Regular Meeting and Public Hearing minutes
  1. Motion to approve the minutes made by councilmember Harbolt, seconded by councilmember Kulibert, motion carried 7-0.

- ii. Approve **November 15, 2022**, Claim Warrants **41852** through **41891** in the amount of **\$168,896.72**, Payroll Claim Warrants **41892** through **41899**, and Payroll Payable Warrants **20167** through **20175** in the amount of **\$117,799.38**.
  1. Finance committee reviewed and recommended approval.
  2. Motion to approve warrants made by councilmember Starr, seconded by councilmember Olmstead, motion carried 7-0.

**B. Action Items**

- i. Appointment of new City Administrator
  1. New City Administrator, Sonny Weathers – shared his excitement about coming to work with the City of Medical Lake.
  2. Council reviewed the proposed employment contract for Mr. Weathers.
    - a. Motion to approve employment contract made by councilmember Kulibert, seconded by councilmember Pritchard, motion carried 6-1 with councilmember Olmstead abstaining.

**8. PUBLIC HEARING / APPEALS**

**A. Zemler Street Vacation**

- i. Mayor Pro-Tem Kennedy opened the public hearing at 6:48 pm.
- ii. City Planner Elisa Rodriguez gave background information on the street vacation.
  1. Councilmember Pritchard commented that we should charge at least an application fee for street vacations to cover administrative costs. Councilmember Maxwell agreed that there should be a fee.
- iii. Public comments
  1. None
- iv. Mayor Pro-Tem Kennedy closed the public hearing at 6:58 pm.

**B. Budget Revenues and Property Tax Levy 2023**

- i. Mayor Pro-Tem Kennedy opened the public hearing at 6:58 pm.
- ii. Finance Director Koss Ronholt explained the property tax levy.
- iii. Public comments
  1. Sonny Weathers – shared comments on property tax increases.
- iv. Mayor Pro-Tem Kennedy closed the public hearing at 7:03 pm.

**9. ORDINANCES**

**A. First Read Ordinance 1104 Zemler Street Vacation**

- i. Legal counsel Sean King read the ordinance.
- ii. Motion to approve first read of Ordinance 1104 made by councilmember Kulibert, seconded by councilmember Maxwell, motion carried 7-0.

**B. Second Read Ordinance 1103 Property Tax Levy 2023**

- i. Legal counsel Sean King read the ordinance.
- ii. Motion to approve Ordinance 1103 made by councilmember Olmstead, seconded by councilmember Pritchard, motion carried 6-1 with councilmember (Mayor Pro-Tem) Kennedy voting nay.

**10. RESOLUTIONS**

- A. Resolution 22-552 Designation of Spokane Teachers Credit Union (STCU) as City Bank
  - i. Mr. Ronholt shared information about the resolution and proposed change.
  - ii. Legal counsel Sean King read the resolution
  - iii. Motion to approve Resolution 22-552 made by councilmember Pritchard, seconded by councilmember Starr, motion carried 7-0.
  
- B. Resolution 22-555 Master’s Touch Agreement
  - i. Mr. Ronholt shared information on the resolution.
  - ii. Legal counsel Sean King read the resolution.
  - iii. Motion to approve Resolution 22-555 made by councilmember Starr, seconded by councilmember Olmstead, motion carried 7-0.

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

**12. UPCOMING AGENDA ITEMS**

- A. Possible street vacation fee

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

- A. Shirley Maike – stated that no vote was made on approving the appointment of the new City Administrator.
- B. Motion to approve the appointment of Sonny Weathers as the new Medical Lake City Administrator made by councilmember Pritchard, seconded by councilmember Maxwell, motion carried 6-1 with councilmember Olmstead abstaining.

**14. EXECUTIVE SESSION – None**

**15. CONCLUSION**

- A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Maxwell. Motion carried 7-0 and meeting concluded at 7:14 pm.

  
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Terri Cooper, Mayor

  
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Koss Ronholt, Finance Director/City Clerk