

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

6:30 PM  
December 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**

Don Kennedy  
Chad Pritchard  
Art Kulibert (via Zoom)  
Bob Maxwell  
Heather Starr  
Dawn Olmstead  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director/City Clerk  
Sean King, City Attorney  
Scott Duncan, Public Works Director  
Steve Cooper, WWTP Director  
Roxanne Wright, Admin. Assistant

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

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call. All were present with councilmember Kulibert attending remotely via Zoom.

**2. AGENDA APPROVAL**

- A. Motion to amend Ordinance 1106 to correct title to reflect Medical Lake, not Liberty Lake made by councilmember Harbolt, seconded by councilmember Starr. Motion carried 6-1, with councilmember Kennedy voting nay.
  - i. Motion to replace the current copy with the corrected copy of Ordinance 1106 made by councilmember Harbolt, seconded by councilmember Maxwell. Motion carried 6-1 with councilmember Kennedy voting nay.
- B. Motion to approve agenda as amended made by councilmember Olmstead, seconded by councilmember Harbolt, motion carried 7-0.

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

- A. Gerri Johnson 5916 S Brooks Rd representing Re\*Imagine Medical Lake – thanked the city for support of the Christmas Market and Winterfest, and all festivals this year. Reported that they were able to repair elf village with help of many volunteers. Thanked council members, the mayor, and citizens for their hard work on behalf of the community. Shared some of the activities that will be taking place at Winterfest. Mayor Cooper thanked Mrs. Johnson and team for their work. Mrs. Johnson also shared that ARPA money was used for advertising in the Inlander newspaper.

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

## 5. REPORTS

### A. City Council & Council Committee Reports

- i. Parks & Recreation – Councilmember Olmstead reported on youth sports, noting that basketball registration was extended to 12/12/22. Gave an update on Winterfest preparations (portable toilets and trash cans ordered). Shared that Parks and Rec coordinator, Ivanna Lomas, spoke with Skyhawks organization regarding offering child development programs. Reported that the gifts that have been given at Bingo are considered a gift of public funds. The committee is pursuing how to address the situation and considering options such as donations or asking for a small fee for participation. Will have more information in the future and report back.
- ii. Finance – Councilmember Starr shared that they discussed the budget, claims and warrants, and the budget transition document. Offered praise to Finance Director Koss Ronholt for the small number of changes needed from the preliminary budget. Committee also reviewed time management for city staff, particularly regarding public records requests. Discussed a more productive way of handling them including website options for accessibility.
- iii. Public Safety - Fire Chief Rohrbach reported that there were 61 calls for the city in November. Shared that FD3 will be present for support of Winterfest. They will do the annual Santa appearance in town and will post the date on social media pages. Reported that FD3 has a new, fully loaded fire engine. Shared that the old truck will be used for training.

### B. Council Comments

- i. Councilmember Pritchard – Gave housing development report. Shared that the winter community water sampling and walk around Medical Lake will be held on Tuesday, December 20, 2022.
- ii. Councilmember Starr – shared that she had the opportunity to help assemble the Elf Village for Winterfest and very much enjoyed it.
- iii. Councilmember Kennedy – attended STA board meeting and shared that they worked on their 10-year strategic plan. Shared that the STA budget is over 155 million, with 68% of revenue coming from sales tax and only 6% from fares.
- iv. Councilmember Maxwell – thanked Public Works Director, Scott Duncan, and crew for snow removal. Mayor Cooper shared that public comments received regarding the city's snow-plowing efforts have been positive.
- v. Councilmember Olmstead – shared that she too received many positive comments on the streets crew. She even received one from an individual that does not reside here but visits often.
- vi. Councilmember Harbolt – observed that this was the best year for cars being moved off the street to make room for the snowplows. Added that the city did a great job getting the word out to the community.
- vii. Councilmember Kulibert – shared that since he is attending the meeting via Zoom, it gives him the opportunity to review remote attendance.

### C. Mayor Cooper

- i. Gave special thanks and recognition to Scott Duncan for his excellent job as Interim City Administrator. Welcomed Sonny Weathers as the new City Administrator.

D. City Administrator & City Staff

i. 2023 Final Budget Presentation – Koss Ronholt, Finance Director

1. Reviewed the transition document on page 11 of the budget packet.
  - a. Councilmember Kennedy pointed out that the description of participants for the Public Safety Committee on page three does not match the chart on page four. Should reflect City Administrator, not Public Works Director.
  - b. Councilmember Starr noted that she was identified as chair of the Finance Committee, but the chair was not identified for any of the other committees. Mr. Ronholt will make changes to identify the chair for each committee.
  - c. Councilmember Kennedy had a question on page seven of the budget packet regarding the difference in revenues and expenditures. Mr. Ronholt addressed the question and explained how the additional expenditures would be covered utilizing cash reserves, namely ARPA funding.
  - d. Mayor Cooper addressed the additional FTE's in the budget for WWTP and Parks and Rec Director.
  - e. Councilmember Starr made a motion to make corrections to the budget document; pages three and four to reflect the City Administrator not Public Works Director for the Public Safety Committee and to add names of chairs to all committees. The motion was seconded by councilmember Kennedy and the motion carried 7-0.

ii. Sunshine Disposal Addendum to Contract – Koss Ronholt, Finance Director

1. Mr. Ronholt shared information regarding the new rate increase from Sunshine Disposal. Explained that the city will utilize reserves at this time and not pass on the increase to customers.
2. Councilmember Pritchard inquired about the possibility of individual yard waste bins as opposed to the singular large dumpster at the Public Works building. Mr. Ronholt stated that his understanding was the last time that subject came up, there wasn't enough public interest, so it wasn't offered. Mr. Ronholt will do a cost analysis to see if it is cost-effective for personal yard waste bins versus the large city yard waste dumpster. Mayor Cooper would like to workshop the topic at a future council meeting.

**6. WORKSHOP DISCUSSION**

A. Early Closure of City Hall

- i. Mayor Cooper shared her thoughts about early closure of City Hall on days prior to holidays and asked for input from the council. Council held a discussion and determined that the current practice will remain in place and no further action will be taken.

B. Remote Meeting Attendance Limits for Elected Officials

- i. Councilmember Kulibert discussed the current policy.
- ii. Mayor Cooper explained the current policy for absences from council/committee meetings as well as hybrid meetings (attending remotely). Asked the council for input.

**C. The computer in the council chambers froze at this point and had to be restarted. Once Zoom restarted, councilmember Kulibert was not back on.**

- i. Motion to excuse councilmember Kulibert made by councilmember Maxwell, seconded by councilmember Olmstead, motion carried 6-0.
- ii. Council determined to continue the remote meeting and absence discussion at a future meeting.

## 7. GENERAL BUSINESS

### A. Consent Agenda

- i. Approve **November 15, 2022**, Regular Meeting and Public Hearing minutes
  - 1. Motion to approve November 15, 2022 minutes made by councilmember Kennedy, seconded by councilmember Pritchard. Motion carried 6-0.
- ii. Approve **December 6, 2022**, Claim Warrants **41900** through **41961** in the amount of **\$172,108.49**.
  - 1. Finance committee reviewed and recommended approval of warrants.
  - 2. Motion to approve warrants made by councilmember Starr, seconded by councilmember Kennedy, motion carried 6-0.

### B. Action Items

- i. Winterfest Fireworks Permit
  - 1. Motion to accept permit made by councilmember Kennedy, seconded by councilmember Harbolt, motion carried 7-0.
- ii. Councilmember Kulibert logged back into the meeting via Zoom.
  - 1. Motion to strike the motion to excuse councilmember Kulibert made by councilmember Kennedy, seconded by councilmember Starr, motion carried 6-0, with councilmember Kulibert not voting.

## 8. PUBLIC HEARING / APPEALS

### A. 2023 Final Budget Public Hearing

- i. Mayor Cooper opened the hearing at 8:07 pm.
  - 1. Councilmember Pritchard thanked Mr. Ronholt again for transparency in his work on the budget.
  - 2. Lahnne Henderson 611 E Ladd – Stated that the transition document was not in the packets that were printed for the public. Commented on budget and questioned how it will be balanced. Shared concerns for how future years will balance. Mr. Ronholt addressed questions and concerns and explained the budget-setting process.
  - 3. Mayor Cooper closed the public hearing at 8:12 pm.

## 9. RESOLUTIONS

### A. Resolution 22-553 2023 Administrative Fees

- i. Motion to approve Resolution 22-553 made by councilmember Starr, seconded by councilmember Maxwell. Motion carried 5-2 with councilmembers Pritchard and Kennedy voting nay.

### B. Resolution 22-554 2023 Utility Fees

- i. Motion to approve Resolution 22-554 made by councilmember Pritchard, seconded by councilmember Kennedy. Motion carried 7-0.

- C. Resolution 22-556 Union Contract 2023-2027
  - i. Councilmember Kennedy had several questions that Mayor Cooper addressed.
  - ii. Mayor Cooper asked the council if any changes were wanted that she should take back to the Union to review.
  - iii. Councilmember Starr inquired if the boot allotment was enough. Mayor Cooper explained that the Union negotiated and agreed to the allotment.
  - iv. Motion to approve Resolution 22-556 made by councilmember Maxwell, seconded by councilmember Kulibert, motion carried 7-0.
  
- D. Resolution 22-557 Administrative Clerk Job Description
  - i. Motion to approve Resolution 22-557 made by councilmember Kennedy, seconded by councilmember Starr, motion carried 7-0.

## **10. ORDINANCES**

- A. First Read Ordinance 1106 2023 Property Tax Levy Amendment
  - i. Mayor explained the reason for the amendment.
  - ii. Legal counsel read the ordinance
  - iii. Motion to waive the requirement for a second reading of this ordinance and have this reading serve as both first and second readings made by councilmember Maxwell, seconded by councilmember Starr. Motion carried 6-1 with councilmember Kennedy voting nay.
  - iv. Motion to pass Ordinance 1106 made by councilmember Harbolt, seconded by councilmember Pritchard. Motion carried 6-1 with councilmember Kennedy voting nay.
  
- B. First Read Ordinance 1105 2023 Final Budget
  - i. Legal counsel read the ordinance
  - ii. Motion to accept first read made by councilmember Starr, seconded by councilmember Olmstead. Motion carried 6-1 with councilmember Kennedy voting nay.
  
- C. Second Read Ordinance 1104 Zemler Street Vacation
  - i. Legal counsel read the ordinance
  - ii. Motion to approve Ordinance 1104 made by councilmember Kennedy, seconded by councilmember Harbolt. Motion carried 7-0.

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

## **12. UPCOMING AGENDA ITEMS**

- A. City council meeting absences

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

- A. Via Zoom Judy Mayulianos 608 S Lake Drive - question about Ordinance 1106 that had Liberty Lake instead of Medical Lake in the title. Mayor Cooper explained that the corrected Ordinance was included and approved earlier in the meeting.
- B. Ted Olson 810 E Collin Ave. – thanked the city for the sound system improvements. Expressed appreciation for the hard work done on the budget.

**14. EXECUTIVE SESSION – None**

**15. CONCLUSION**

- A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Harbolt. Motion carried 7-0 and meeting concluded at 8:44 pm.

  
\_\_\_\_\_  
Terri Cooper, Mayor

  
\_\_\_\_\_  
Koss Ronholt, Finance Director/City Clerk