

**CITY OF MEDICAL LAKE**  
**City Council Regular Meeting**

6:30 PM  
January 3, 2023

**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)  
Heather Starr  
Tony Harbolt  
Bob Maxwell

**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. Position #2 is now vacant, councilmember Kulibert was present on Zoom, and all others were present in person.
- B. Absences - none

**2. AGENDA APPROVAL**

- A. Councilmember Kennedy motioned to approve the agenda, seconded by councilmember Maxwell, motion carried 6-0.

**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. Finance Committee – Councilmember Starr reported that they discussed claims and warrants.
  - ii. Parks & Recreation Committee – Councilmember Kennedy shared that youth basketball is starting two weeks later than normal. New scoreboards for Waterfront Park have been delivered and will be installed by maintenance. Shared information regarding the AWC

employee wellness program. The city can qualify for a reduction in insurance rates if employees complete a wellness test.

iii. Public Safety Update

1. Deputy Gladden was present but had nothing to share.
2. FD3 Chief Rohrbach shared that the fire department received many weather-related calls over the holidays. Shared that he does not have the year-end call data available yet.

B. Council Comments

- i. Councilmember Pritchard – no report
- ii. Councilmember Starr – no report
- iii. Councilmember Kulibert – no report
- iv. Councilmember Kennedy – no report
- v. Councilmember Maxwell - no report
- vi. Councilmember Harbolt – no report

C. Mayor Cooper – Thanked council for a great job on the work that went into passing the 2023 budget. Shared that the WWTP plant and Parks & Recreation positions will be posted soon.

D. City Administrator & City Staff

- i. Sonny Weathers gave updates on the following:
  1. Shared that he recently met with Ptera Broadband. The fixed wireless option will be available first quarter. The website link is now available: [Ptera.com/mdlkwa](http://Ptera.com/mdlkwa). Mr. Weathers encouraged citizens to go to the website and input their information to keep up with the progress.
  2. Shared letter received from Liberty Lake thanking our WWTP staff for their help with a recent incident.
  3. Shared appreciation to our first responders for their work on the recent domestic violence fatality incident in Medical Lake. Shared information to the public about [www.endtheviolencespokane.org](http://www.endtheviolencespokane.org).
- ii. Mayor Cooper shared about the open committee positions. Councilmember Kennedy will continue serving on STA, and councilmember Pritchard will continue serving on the Spokane County Housing and Community Development Advisory Committee (HCDAC).
  1. Proposed the addition of a general government committee to consolidate some of the committees such as Public Works, Public Safety, and Information Systems. Will bring it back to a future agenda.

## 6. WORKSHOP DISCUSSION

A. City Council Vacancy Position Procedures

- i. Mr. Weathers shared a presentation on procedures for filling vacant city council positions.

B. Committee Assignments (Internal and External)

- i. Motion to continue this topic to the next meeting made by councilmember Starr, seconded by councilmember Kennedy, motion carried 6-0.

C. Parks and Recreation Director Job Description

- i. Mr. Weathers shared a presentation regarding the city's parks and recreation department needs and the job description drafted for a Parks and Recreation Director.

**7. ACTION ITEMS**

A. Consent Agenda

- i. Approve **December 20, 2022**, minutes
  1. Motion to approve made by councilmember Kennedy, seconded by councilmember Maxwell, and motion carried 6-0.
- ii. Approve **January 03, 2023**, Claim Warrants **42015** through **42049** in the amount of **\$168,443.54**.
  1. Finance committee reviewed and recommended approval of warrants.
  2. Motion to approve made by councilmember Starr, seconded by councilmember Maxwell, and motion carried 6-0.

**8. RESOLUTIONS**

A. 23-563 Amendment to Forte Payment Processing Agreement

- i. Motion to approve made by councilmember Kennedy, seconded by councilmember Starr, and motion carried 6-0.

B. 23-564 TIB Grant Lefevre Street Restriping and Sidewalk

- i. Scott Duncan shared information regarding this project.
- ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Maxwell and motion carried 6-0.

C. 23-565 TIB Grant 2022 Maintenance Project

- i. Scott Duncan shared information regarding this project.
- ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Pritchard, and motion carried 6-0.

**9. PUBLIC HEARING / APPEALS – No items listed**

**10. ORDINANCES – No items listed**

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

**12. UPCOMING AGENDA ITEMS**

- A. CAO workshop
- B. Golf carts
- C. Maintenance position criteria for advancement
- D. Council policies and procedures
- E. PO's for vector truck

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

- A. Elizabeth Rosenbeck – asked a question about why there will be sequestering during council position interviews. Mayor Cooper and Mr. Weathers addressed the question.

**14. EXECUTIVE SESSION – None**

**15. CONCLUSION**

A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Kennedy. Motion carried 6-0 and the meeting concluded at 7:43 pm.



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Terri Cooper, Mayor



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Koss Ronholt, Finance Director/City Clerk