

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

6:30 PM  
December 19, 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**

Chad Pritchard  
Keli Shaffer  
Art Kulibert (via Zoom)  
Bob Maxwell  
Ted Olson  
Tony Harbolt  
Don Kennedy

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director  
Steve Cooper, WWTP Director  
Sean King, City Attorney  
Roxanne Wright, Administrative Assistant

**REGULAR SESSION – 6:30 PM**

**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. Council member Kulibert was present via Zoom and all other council members were present in person.

**2. AGENDA APPROVAL**

- A. Add item 10B Ordinance 1121 Budget Amendments. Motion to add made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.
- B. Under Section 8A Resolution 23-646, replace the current Face Sheet and Attachment with the one provided to council tonight; it is just a correction to dates. Motion to add made by councilmember Kennedy, seconded by councilmember Maxwell, carried 7-0.
- C. Motion to approve agenda as amended made by councilmember Kennedy, seconded by councilmember Maxwell, carried 7-0.

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

- A. None

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**

- A. Regarding committee and board appointments: Mayor Cooper asked councilmember Kennedy if he wanted to continue serving on the Spokane Transit Authority (STA) board. Councilmember Kennedy said he would be happy to step down if someone else was interested. Mr. Speirs is interested as he will be a council member beginning in January. Mayor Cooper stated that the discussion will be continued to the first January meeting and other appointments will be discussed at that time as well.

council members the opportunity to attend AWC City Action Days on February 7-8, 2023. It is an opportunity to engage in the legislative process and interact with colleagues across the state. Shared update on progress from the year. See attachment A.

**6. WORKSHOPS – none scheduled.**

**7. ACTION ITEMS**

**A. Consent Agenda**

- i. Approve **December 5, 2023**, minutes.
  1. Motion to approve made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.
- ii. Approve **December 19, 2023**, Payroll Claim Warrants **50807** through **50814** and Payroll Payable Warrants **30062** through **30071** in the amount of **\$136,085.63** and Claim Warrants **50815** through **50864** in the amount of **\$252,716.51**.
  1. Motion to approve made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.

**8. RESOLUTIONS**

- i. 23-646 Solar Array Grant Agreement with Department of Commerce
- ii. Mr. Weathers explained the corrections to the dates. See attachment B.
- iii. Motion to approve as amended made by councilmember Pritchard, seconded by councilmember Shaffer, carried 7-0.

**9. PUBLIC HEARING - None**

**10. ORDINANCES**

**A. Second Read 1120 Final Budget 2024**

- i. Legal counsel read onto the record.
- ii. Motion to approve carried by councilmember Kennedy, seconded by councilmember Pritchard, carried 7-0.

**B. First Read 1121 Budget Amendments 23.11-15 (see attachment C)**

- i. Legal counsel read onto the record.
- ii. Koss Ronholt, Finance Director, reviewed and explained the amendments.
- iii. Steve Cooper, WWTP Director, explained the amendments pertinent to the WWTP.
- iv. Motion to approve first read and move to second read made by councilmember Kennedy, seconded by councilmember Maxwell, carried 7-0.
- v. Point of order by Sonny Weathers. Need a motion to suspend the rules and conduct both the first and second read of this ordinance.
  1. Motion to suspend rules made by councilmember Harbolt, seconded by councilmember Shaffer, carried 7-0.
- vi. Legal counsel advised that a new motion was needed to approve the ordinance.
- vii. Motion to approve made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.

**11. EXECUTIVE SESSION - none**

**12. EMERGENCY ORDINANCES - none**

**13. UPCOMING AGENDA ITEMS - none**

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

**A. None**

**15. CONCLUSION**

- A. Motion to conclude at 7:35 pm made by councilmember Pritchard, seconded by councilmember Shaffer, carried 7-0.



Terri Cooper, Mayor



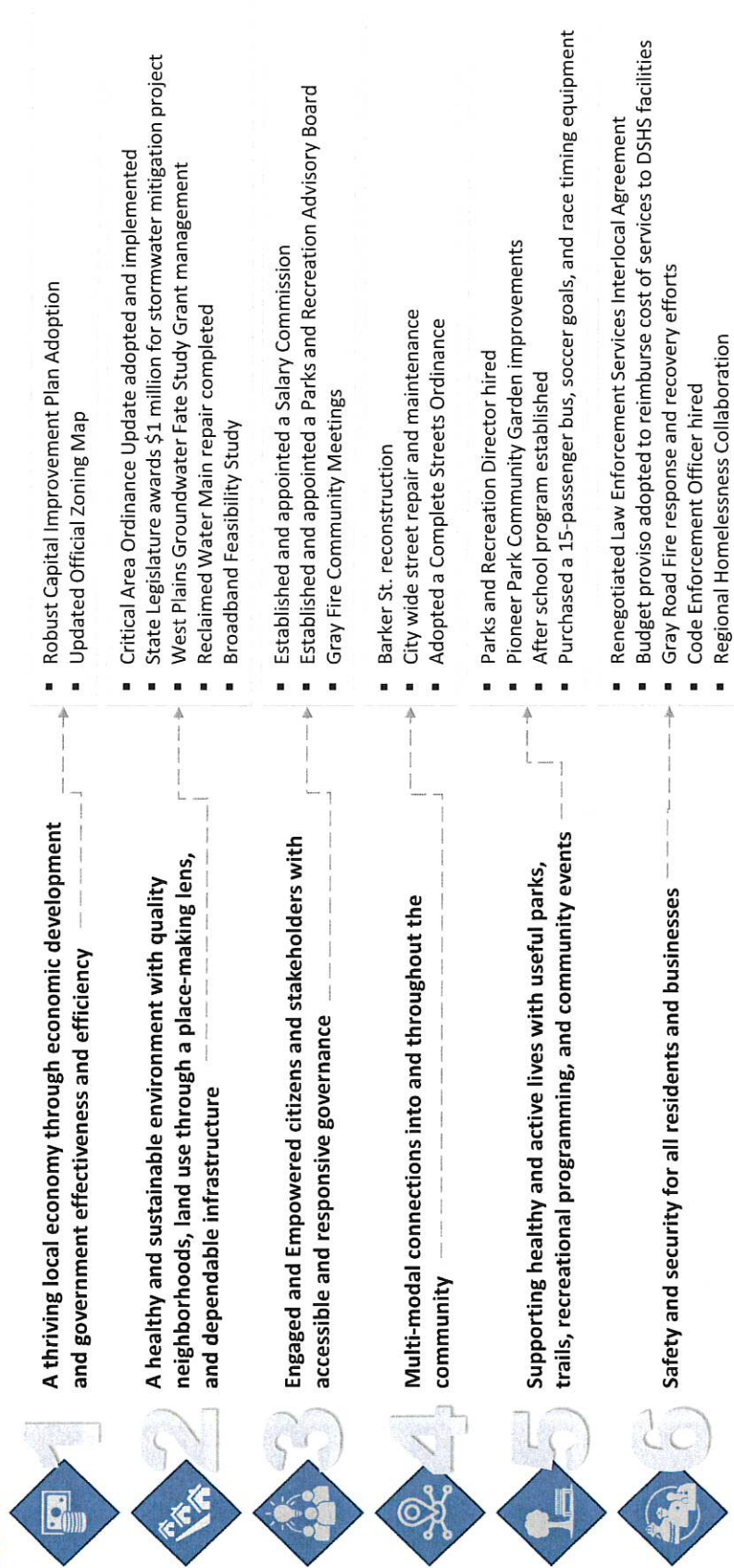
Koss Ronholt, Finance Director/City Clerk



# SUCCESS

*on Purpose  
&  
in Harmony*

The six targets that form the basis of our strategic planning have informed no less than fourteen strategic objectives resulting in the following remarkable outcomes for the City of Medical Lake throughout 2023.



## Face Sheet

Contract Number: 22-92601-912

**Washington State Department of Commerce  
Energy Division  
Energy Programs in Communities Unit  
Energy Retrofits for Public Buildings – Solar**

<b>1. Grantee</b> City of Medical Lake 124 S. LeFevre Medical Lake, WA 99022		<b>2. Grantee Doing Business As (as applicable)</b>	
<b>3. Grantee Representative</b> Scott Duncan 206-393-4765 sduncan@medical-lake.org		<b>4. COMMERCE Representative</b> Maureen Maples Solar Programs Manager 360-522-0000 energyretrofits@commerce.wa.gov <span style="float: right; margin-left: 20px;">                     1011 Plum Street SE                      P.O. Box 42525                      Olympia, WA 98504-2525                 </span>	
<b>5. Grant Amount</b> \$210,867.00	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>7. Start Date</b> 4/19/2023
<b>8. End Date</b> 07/31/2025			
<b>9. Federal Funds (as applicable)</b> N/A		<b>Federal Agency:</b> N/A	
<b>ALN</b> N/A			
<b>10. Tax ID #</b> 91-6001460	<b>11. SWV #</b> SWW0018461-00	<b>12. UBI #</b> 325-000-010	<b>13. UEI #</b> X1SVCT87AYS1
<b>14. Contract Purpose</b> To furnish and install a solar Photovoltaic (PV) system rated for 103.53 kW DC / 99.9 kW AC at the City of Medical Lake Wastewater Treatment Plant.			
COMMERCE, defined as the Department of Commerce, and Grantee acknowledge and accept the terms of this Contract and attachments and have executed this Contract on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Grantee Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget, Attachment "C" – Proviso.			
<b>FOR GRANTEE</b>  _____ Terri Cooper, Mayor  _____ Date		<b>FOR COMMERCE</b>  _____ Michael Furze, Assistant Director, Energy Division  _____ Date  APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

### Attachment B: Budget

Grant funds will be issued upon receipt of deliverables and described in the budget table below. To draw grant funds:

- Project must be in compliance with all aspects of this contract
- Grantee must submit an invoice to Commerce in compliance with Special Terms and Conditions Section 3

Milestone	Project Activity and Task	Key Deliverables	Deliverable Description	Expected Completion Date	Amount
A	Project Design	Copy of requested permits	A copy of the electrical and building permit applications submitted to the Jurisdiction(s) Having Authority (JHA)	April, 2023	\$15,081.00
B	Installation	Evidence that inspections have been requested	Documentation that the inspection has been requested with the JHA	April, 2024	\$97,513.50
C	Construction Close Out	Interconnection Approval  Certification of Match	Documentation that interconnection has been approved by the serving electrical authority  Letter signed by grantee official stating final project costs and amount of match provided.	June, 2024	\$97,513.50
D	Measurement and Verification (M&V)	Construction close out Report  M&V Report	Construction close out report using template provided by Commerce  M&V report provided by Energy Services Company	July, 2025	\$759.00
<b>Grant Total</b>					<b>\$210,867.00</b>
Maximum percentage from Commerce					50%

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1121**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1105, §1 (2022) AND THE 2023 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.**

**WHEREAS**, state law provides for the adoption of a budget by the City Council of the City of Medical Lake ("City Council") for the purpose of making appropriations of the total estimated revenues for each separate department and the aggregate totals for all such funds combined; and

**WHEREAS**, subsequent to the adoption of the annual budget, it has become necessary to make changes to certain appropriations; and

**WHEREAS**, the following changes could not reasonably have been anticipated or known at the time Ordinance 1105 was passed by the City Council on December 20, 2022; and

**WHEREAS**, City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance 1105; and

**NOW, THEREFORE**, the City Council does hereby ordain as follows:

**Section 1:** Total appropriations reporting in Section 1 of Ordinance 1105 are hereby amended for expenditures from \$13,854,904 to \$14,604,904, removing budgeted ending balances and reflect actual appropriations for 2023.

**Section 2:** The following funds and departments contained in the 2023 Budget are hereby amended as set forth in Exhibit A, Amendments 23.11 through 23.15, which adds appropriations for the General Fund (001), Municipal Court Department (150), Administrative Services Department (160), Streets – Restricted Fund (104), Solid Waste Fund (407), Wastewater Fund (408), and Wastewater Treatment Department (382).

**Section 3: Severability.** If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

**Section 4: Effective Date.** This Ordinance shall be in full force and effect five (5) days after passage, approval and publication in accordance with law.

INTRODUCED THIS 7<sup>th</sup> day of November, 2023.

ADOPTED THIS \_\_\_\_\_th day of \_\_\_\_\_, 2023.

CITY OF MEDICAL LAKE,  
WASHINGTON

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Terri Cooper, Mayor

ATTEST:

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Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

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City Attorney, Sean P. Boutz



City Medical Lake  
124 S. Lefevre Street  
Medical Lake, WA 99022  
509-565-5000

**NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL**

The following is the title and summary of Ordinance No. 1121 passed by the City of Medical Lake City Council on the \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1105, §1 (2022) AND THE 2023 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.**

The introductory paragraphs address the adoption of Ordinance 1105 providing for the City of Medical Lake's annual budget and that certain appropriations were unknown at the time of its passage. Such appropriations now require amendment as contained therein.

**Section 1:** Amends the 2023 Budget to provide for expenditures totaling up to \$750,000 over the appropriations passed in Ordinance 1105, as detailed in amendments 23.11 through 23.15.

**Section 2:** Sets forth the particular funds and departments that are to be amended in the 2023 Budget as contained in Exhibit A.

**Section 3.** Establishes a severability clause in the event some portion of the Ordinance is held invalid.

**Section 4:** Provides for an effective date of five (5) days after publication of the Ordinance.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

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Koss Ronholt, Finance Director/City Clerk

Published: \_\_\_\_\_

City Medical Lake  
2023 Budget Amendments Detail  
Amendments 23.11 – 23.15

Amendment 23.11: Solid Waste Fund (407); increase expenditure appropriations by \$115,000, Budget was established before solid waste contractor's 2023 rates were determined.

Amendment 23.12: Streets – Restricted Fund (104); increase expenditure appropriations by \$500,000. Did not budget for SCMP City Maintenance project, underbudgeted for Barker St Reconstruction and unforeseen project change order and started Lefevre St Restriping engineering for 2024 project. Majority of over-budget expenditures were reimbursed by TIB at project matching rate (90-95%)

Amendment 23.13: Wastewater Fund (408) – Wastewater Treatment Department (382); increase expenditure appropriations by \$95,000 for replacement of aging and failing equipment and operations tools, additional operator training, change in expensing practices for excise taxes.

Amendment 23.14: General Fund (001) – Administrative Services Department (160); increase expenditure appropriations by \$25,000 for equipment lease settlement payment, grant writing services, and additional audit costs..

Amendment 23.15: General Fund (001) -- Legal Department (150); increase expenditure appropriations by \$15,000 for additional legal services required of City Attorney