



**CITY COUNCIL MEETING AGENDA
TUESDAY, OCTOBER 18, 2022
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in
- Submit Written Public Comment Before 4 pm on (October 18, 2022) - *SEE NOTE*
- Join the Zoom Meeting –
<https://us06web.zoom.us/j/84466158015?pwd=NCTpTdZQitBL3Y0OWVoelpxa1RiZz09>

Meeting ID: 844 6615 8015

Passcode: 625725

One tap mobile

+12532158782,,84466158015#,,,,*625725# US (Tacoma)

+16694449171,,84466158015#,,,,*625725# US

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 444 9171 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 346 248 7799 US (Houston)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 386 347 5053 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

Meeting ID: 844 6615 8015

Passcode: 625725

Find your local number: <https://us06web.zoom.us/j/kb1fNUY87Q>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to SDuncan@Medical-Lake.org by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

Questions or Need Assistance? Please contact City Hall at 509-565-5000

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

- A. Absence(s):

2. AGENDA APPROVAL

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

5. REPORTS

- a. Council Committee Reports
- b. Council Comments
- c. Mayor
- d. City Administrator & City Staff
 - i. High School Bonfire Permit – Scott Duncan
 - ii. Planning Department Update – Elisa Rodriguez, City Planner

6. WORKSHOP DISCUSSION

- A. Golf carts
- B. Letter for Police Services

7. GENERAL BUSINESS

- A. Consent Agenda
 - i. Approve **September 28, 2022**, Special Meeting Budget Retreat minutes and **October 4, 2022**, Regular Meeting minutes
 - ii. Approve **October 18, 2022**, Claim Warrants **41782** through **41825** in the amount of **\$130,758. 43**, Payroll Claim Warrants **41774** through **41781** and Payroll Payable Warrants **20160** through **20166** in the amount of **\$142,286.80**.
- B. Action Items
 - i. Letter of Understanding (LOU) for DSHS Land Lease

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

- A. Resolution 22-549 Zemler Street Intent to Vacate

10. ORDINANCES

- A. Second Read Ordinance 1101 ARPA Budget Amendment
- B. Second Read Ordinance 1102 Library Budget Amendment

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

13. INTERESTED CITIZENS

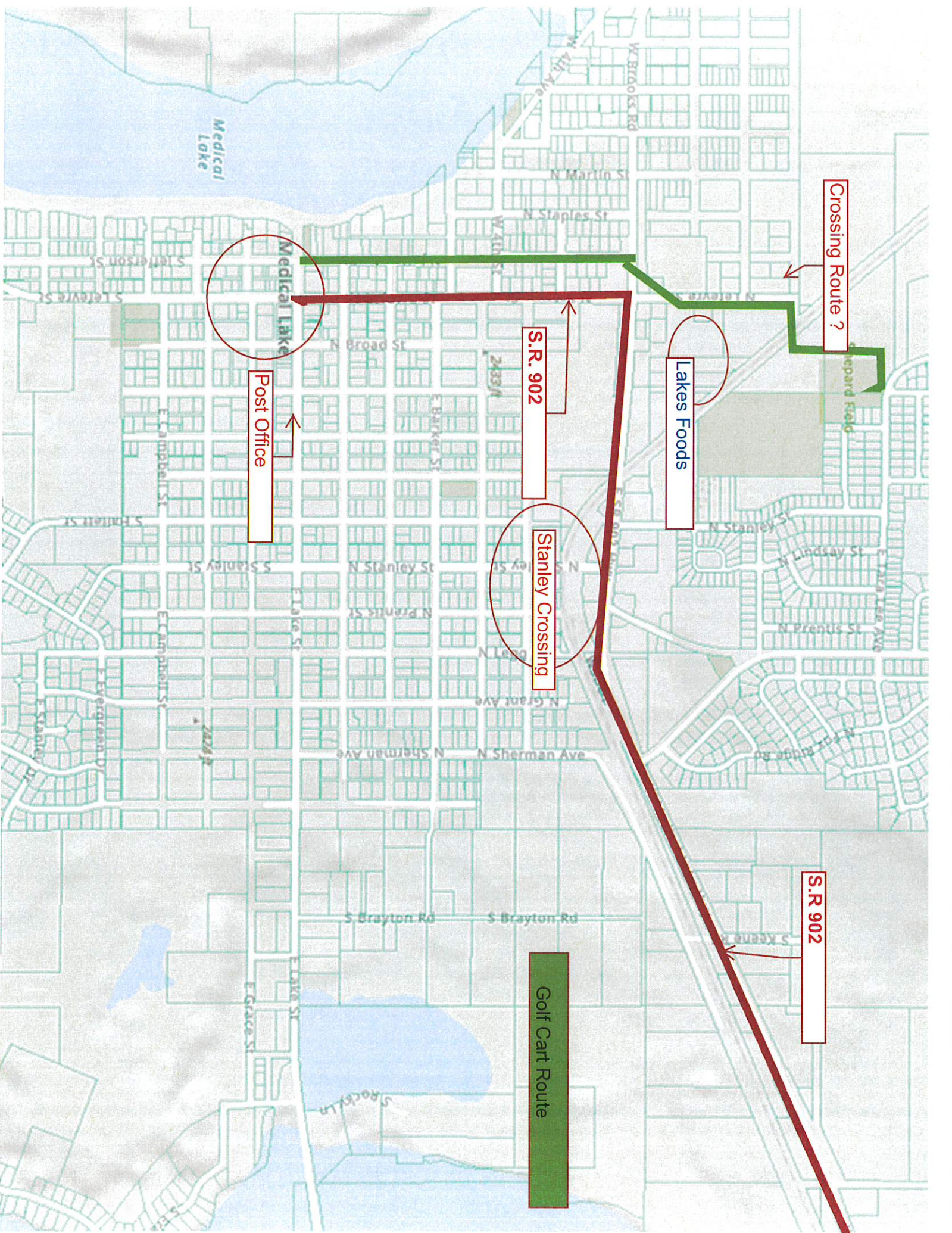
14. EXECUTIVE SESSION – No items listed

15. CONCLUSION



Discussion items

- ▶ Routes
- ▶ Resident Needs
- ▶ Adapting to State Regulations
- ▶ Additional considerations..



Medical Lake

Post Office

S.R. 902

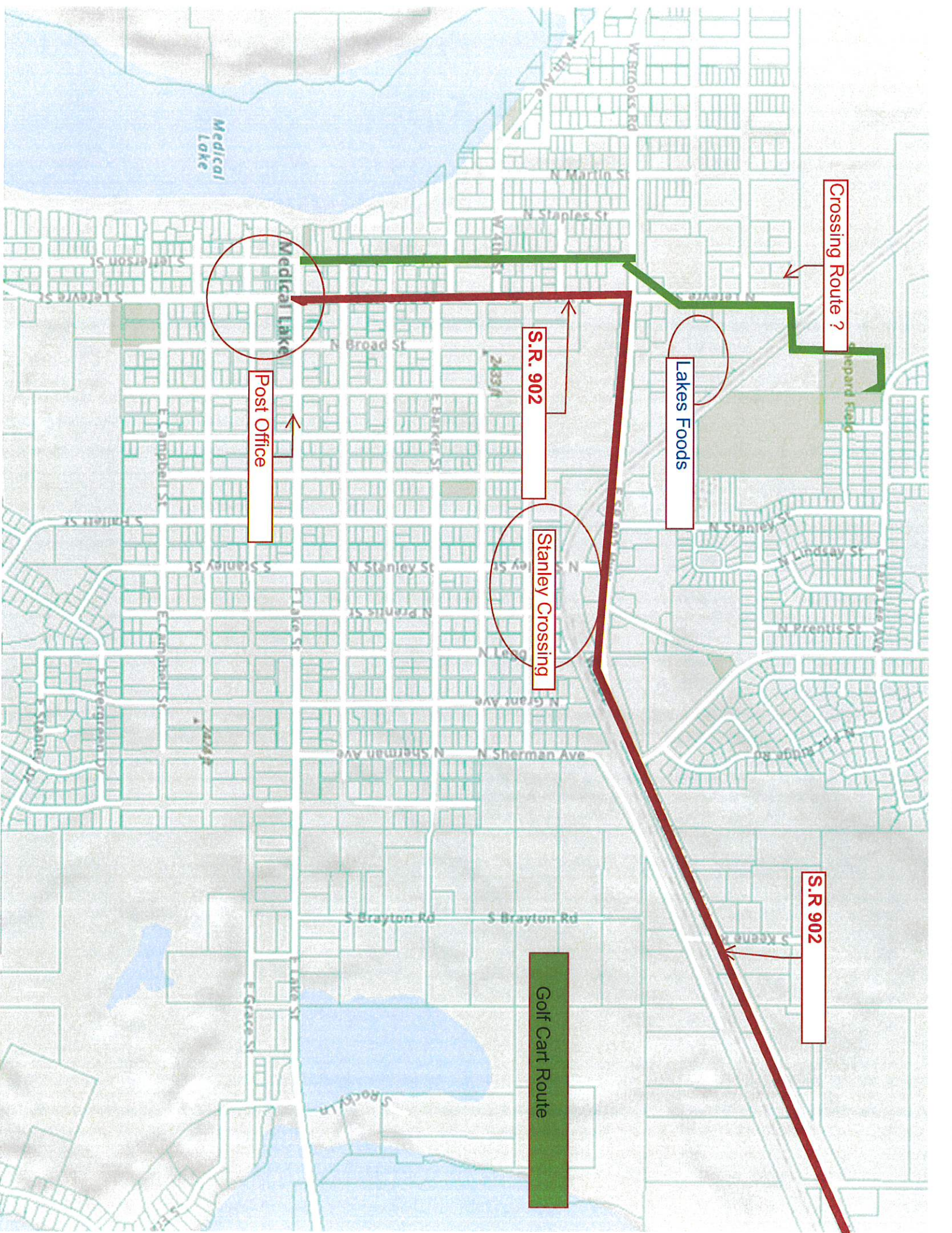
Stanley Crossing

Lakes Foods

Crossing Route ?

S.R 902

Golf Cart Route



RCW 46.04.1945 Golf cart. "Golf cart" means a gas-powered or electric-powered four-wheeled vehicle originally designed and manufactured for operation on a golf course for sporting purposes and has a speed attainable in one mile of not more than twenty miles per hour. A golf cart is not a nonhighway vehicle or off-road vehicle as defined in RCW 46.04.365. [2011 c 171 § 12; 2010 c 217 § 3.]

Intent—Effective date—2011 c 171: See notes following RCW 4.24.210.

Golf cart zones.

(1) The legislative authority of a city or county may by ordinance or resolution create a golf cart zone, for the purposes of permitting the incidental operation of golf carts, as defined in RCW 46.04.1945, upon a street or highway of this state having a speed limit of twenty-five miles per hour or less.

(2) Every person operating a golf cart as authorized under this section is granted all rights and is subject to all duties applicable to the driver of a vehicle under chapter 46.61 RCW.

(3) Every person operating a golf cart as authorized under this section must be at least sixteen years of age and must have completed a driver education course or have previous experience driving as a licensed driver.

(4) A person who has a revoked license under RCW 46.20.285 may not operate a golf cart as authorized under this section.

(5) The legislative authority of a city or county may prohibit any person from operating a golf cart as authorized under this section at any time from a half hour after sunset to a half hour before sunrise.

(6) The legislative authority of a city or county may require a decal or other identifying device to be displayed on golf carts authorized on the streets and highways of this state under this section. The city or county may charge a fee for the decal or other identifying device.

(7) The legislative authority of a city or county may prohibit the operation of golf carts in designated bicycle lanes that are within a golf cart zone.

(8) Golf carts must be equipped with reflectors, seat belts, and rearview mirrors when operated upon streets and highways as authorized under this section.

(9) A city or county that creates a golf cart zone under this section must clearly identify the zone by placing signage at the beginning and end of the golf cart zone on a street or road that is part of the golf cart zone. The signage must be in compliance with the department of transportation's manual on uniform traffic control devices for streets and highways.

(10) Accidents that involve golf carts operated upon streets and highways as authorized under this section must be recorded and tracked in compliance with chapter 46.52 RCW. The accident report must indicate that a golf cart operating within a golf cart zone is involved in the accident.

[2010 c 217 § 4.]



City of Medical Lake
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P.O. Box 369
Medical Lake, WA 99022-0369
PH: (509) 565-5000
Medical-Lake.org
tcooper@medical-lake.org

Terri K Cooper, Mayor

October 18, 2022

City of Airway Heights
Albert Tripp, City Manager
1208 S. Lundstrom
Airway Heights, WA 99001

Dear Mr. Tripp,

It was a pleasure meeting with you recently to discuss changes taking place in the West Plains region. The cities of the West Plains have shared concerns related to growth management along with public safety concerns. The City of Medical Lake, its council and citizens, have expressed a need for improved public safety, specifically related to police services.

The Airway Heights Police Department, under the leadership of Chief Richmond, is held in high esteem, you have much to be proud of. The Medical Lake City Council at its October 18, 2022, meeting approved sending a letter of interest to the City of Airway Heights to solicit a proposal for police service opportunities for the City of Medical Lake.

Please accept this letter of interest from the City of Medical Lake to the City of Airway Heights requesting your consideration for development of a regional policing service model between the City of Medical Lake and The City of Airway Heights and the Airway Heights Police Department. Time is of the essence.

In brief, the City of Medical Lake has contracted with the Spokane County Sheriff for police services for many years. Notice of intent to terminate the county contract is due by year-end 2022. The City of Medical Lake is seeking all viable options for improved community policing. The City of Medical Lake believes through partnership some economy of scale may be realized that could be mutually beneficial to both cities.

It is my hope we can arrange a meeting soon to discuss the possibilities of regional policing. I look forward to seeing how this partnership might positively impact people and families living in Medical Lake, Airway Heights, and the surrounding West Plains region.

Sincerely,

Terri Cooper, Mayor

CITY OF MEDICAL LAKE
City Council Special Meeting – Budget Retreat

11:00 am
September 28, 2022

Silver Lake Camp and Retreat Center
10919 S Lakehurst Drive, Medical Lake

Minutes

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Heather Starr
Dawn Olmstead
Chad Pritchard
Art Kulibert

Administration/Staff

Terri Cooper, Mayor
Scott Duncan, Interim City Admin.
Koss Ronholt, Finance Director
Steve Cooper, WWTP Director
Roxanne Wright, Administrative Assistant

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

A. Mayor Cooper called the meeting to order at 11:08 am, led the Pledge of Allegiance, and conducted roll call. Councilmembers Starr, Olmstead, Pritchard, and Kulibert were present.

2. WELCOME – Mayor Cooper

A. Mayor Cooper welcomed everyone and gave an overview of the agenda.

3. GOALS – Mayor Cooper

- A. Determine council priorities and demonstrate how council goals can be funded and realized
- B. Maintaining a viable, sustainable, and justifiable budget for 2023 and beyond

4. DEPARTMENT FUND BUDGETING – Koss Ronholt, Finance Director

A. Gave Budget Foundations presentation (Attachment A).

5. CURRENT AFFAIRS – Scott Duncan, Interim City Administrator

- A. Gave 2023, Looking Forward presentation. Shared about updated rates and status of city wells.
- B. Mayor Cooper shared about the salary survey and current union negotiations.

6. COUNCILMEMBER CONCERNS AND INTERESTS

- A. Councilmember Pritchard
 - i. Primary interests are Parks & Rec programs, after-school programs, summer camps, stormwater/lake health, and swales.
 - 1. Mayor Cooper shared her discussion with Medical Lake School District regarding partnering with them for before and after school programs.
 - 2. Discussed the city’s Parks and Recreation program.
 - 3. Discussed the topic of stormwater and swales.

- B. Councilmember Starr
 - i. Primary interests are an information center/kiosk, concern regarding the left-handed turn onto Stanley Street from Hwy 902, and golf carts on city streets.
- C. Councilmember Kulibert
 - i. Primary interests are installing/providing RV hook-ups, stabilizing revenue funds, and possible uses for recycled glass, and having our own facility to process.
- D. Councilmember Olmstead
 - i. Primary interests are attracting new businesses to the city, parks and recreation program development, and providing information via social media.
 - 1. Discussed attracting businesses to our city.
 - 2. Discussed requirements for business appearances and how to facilitate them.
 - 3. Discussed expanding the city's Parks and Rec social media presence. Shared that Zipline can manage social media posting for the city.
- E. Mayor Cooper
 - i. Shared about the current issue of a local business moving in shipping containers which is against the city ordinance. Discussed current regulations for storage units on properties.
 - ii. Shared program ideas; garden club, community garden, civics/history museum, summer concerts, expanding the farmer's market.
 - iii. Shared about the city's current contract for police services.

7. POOLED FUNDS

- A. Mr. Ronholt shared information regarding pooled funds.

8. CONCLUSION

- A. Mayor Cooper thanked everyone for coming and concluded the meeting at 2:17 pm.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

ATTACHMENT "A"
SEPTMBER 28, 2022, BUDGET RETREAT MINUTES
BUDGET FOUNDATIONS PRESENTATION

BUDGET FOUNDATIONS

FUND STRUCTURE AND USE

CURRENT FUND STRUCTURE

FUND	Fund Use
GENERAL FUND	All General Government activities
STREET FUND	City streets and sidewalk activities
WATER/SEWER FUND	Provision of water and sewer services
GARBAGE FUND	Provision of refuse services
FINANCE RESERVE FUND	Finance Department Reserve Fund
CITY HALL RESERVE FUND	City Hall Reserve Fund
BUILDING CODE RES FUND	Building and Code Enforcement Reserve Fund
PARKS RESERVE FUND	Parks Department Reserve Fund
LIBRARY RESERVE FUND	Library Reserve Fund
IMPACT FEE FUND	Impact fees collection and disbursement
STREET EQUIP. RES. FUND	Street Equipment Reserve Fund
LEAVE & SEVERANCE FUND	Unanticipated Leave or Severance payments
CONTINGENCY FUND	Unanticipated circumstances/expenditures
CAPITAL IMPROVEMENT FUND	Acquisition or construction of capital facilities/assets
WA/SE REVENUE BOND	Water/Sewer Bond Revenue
WA/SE BOND REDEMPTION	Water/Sewer Bond Redemption
WA/SE EQUIPMENT FUND	Water/Sewer Equipment Fund
WA/SE IMPROVEMENT FUND	Water/Sewer Improvement Fund
UNEMPLOYMENT COMP.	Unemployment Compensation
PRIVATE PURPOSE FUND	Customer Deposits

FUND TYPES (BARS MANUAL, 3.1.7.50)

- **General Fund** – All government activities not accounted for or reported in another fund
 - **Special Revenue Funds** – Used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.
 - **Capital Projects Funds** – Used to account for financial resources that are restricted, committed, or assigned for the expenditure for capital outlays including the acquisition or construction of capital facilities or other capital assets.
 - **Proprietary Funds** – Used to report any activity for which a fee is charged to external users for goods or services.
 - **Internal Service Funds** – Used to report any activity that provides goods or services to other funds, departments or agencies of the government (outside of propriety fund services)
 - **Fiduciary Funds** – Used to account for resources that are held by a government in a trustee capacity
-

PROBLEMS WITH OUR FUND STRUCTURE

- **Non-use of Special Revenue Funds**

- The City receives revenues from multiple sources that are restricted or committed for specific purposes, which are currently recorded in the General Fund with no restrictions or tracking. Examples of these special revenues are as follows:
 - **Public Safety:** deposited from the State.
 - **Criminal Justice:** deposited from the State.
 - **Parks & Recreation:** revenues earned through recreation fees and facility rentals.

- **Water and Sewer services are combined into one fund.**

- Per the BARS Manual, each activity for which a fee is charged to external users is to be accounted for using a Proprietary Fund. The provision of water and the collection/treatment of wastewater are two different activities for which the City charges.
 - Separating Water and Wastewater activities will allow for each activity to be self-sustaining and aids council and staff in planning and the management of resources.
-

PROPOSED FUND STRUCTURE

Current Funds
GENERAL FUND
STREET FUND
WATER/SEWER FUND*
GARBAGE FUND*
FINANCE RESERVE FUND*
CITY HALL RESERVE FUND*
BUILDING CODE RES FUND*
PARKS RESERVE FUND*
LIBRARY RESERVE FUND*
IMPACT FEE FUND
STREET EQUIP. RES. FUND*
LEAVE & SEVERANCE FUND
CONTINGENCY FUND
CAPITAL IMPROVEMENT FUND
WA/SE REVENUE BOND*
WA/SE BOND REDEMPTION*
WA/SE EQUIPMENT FUND*
WA/SE IMPROVEMENT FUND*
UNEMPLOYMENT COMP.
PRIVATE PURPOSE FUND



Proposed Funds
GENERAL FUND
STREET FUND
STREET - RESTRICTED FUND
PUBLIC SAFETY FUND
CRIMINAL JUSTICE FUND
PARKS & RECREATION FUND
CITY BEAUTIFICATION FUND
WATER FUND
WATER - RESTRICTED FUND
WASTEWATER FUND
WASTEWATER - RESTRICTED FUND
SOLID WASTE FUND
IMPACT FEE FUND
LEAVE & SEVERANCE FUND
CONTINGENCY FUND
CAPITAL IMPROVEMENT FUND
UNEMPLOYMENT COMP.
PRIVATE PURPOSE FUND

*Indicates Change

*Was "Street Equip."

*New

*New

*New

*New

*Was "Water/Sewer"

*New

*Was "Water/Sewer"

*New

*Was "Garbage"

CHANGES EXPLAINED

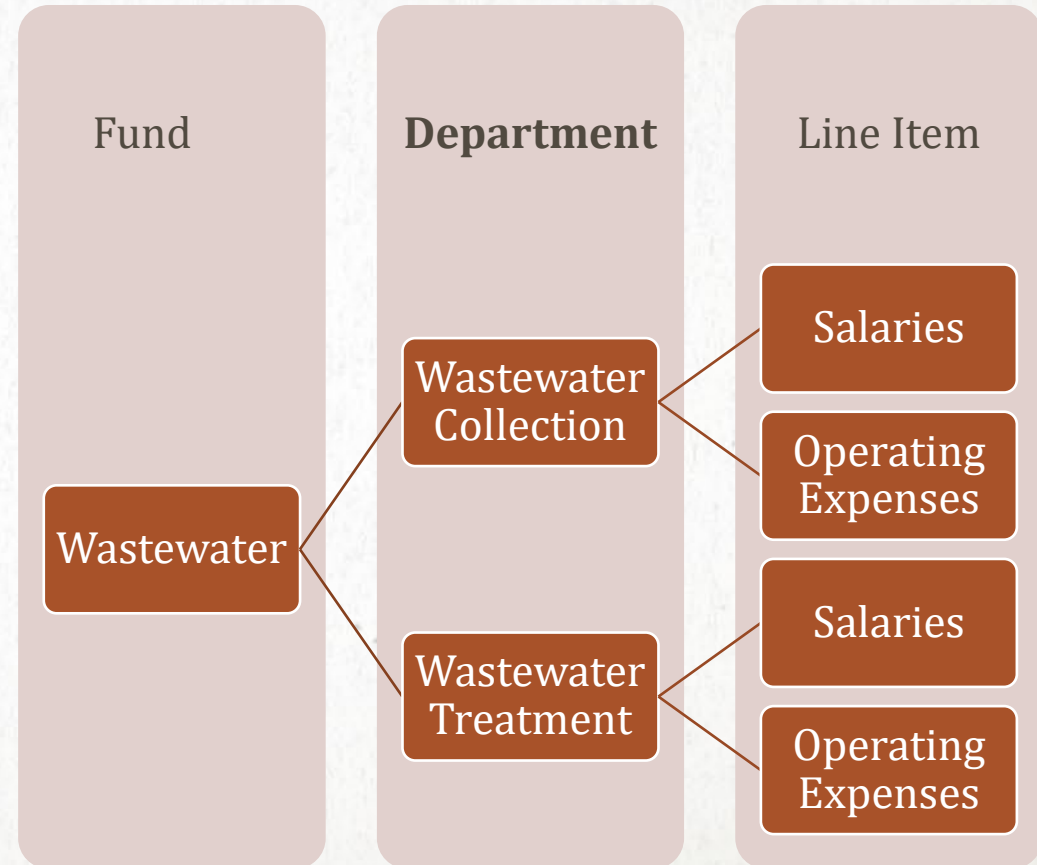
- **Added/renamed Restricted Funds** – Each fund that requires a sub-fund to manage resources is given a restricted fund. This will separate the accounting of operations from resources committed or restricted for specific purposes, such as grants or capital assets.
 - **Added Special Revenue Funds** – The following special revenue funds would be created:
 - **Public Safety** – revenues and expenditures related to maintaining public safety (law enforcement, animal control, etc.)
 - **Criminal Justice** – Revenues and expenditures related to the delivery of justice to those who have committed crimes.
 - **Parks & Recreation** – Maintaining or improving parks and providing recreation services
 - **City Beautification** – Maintaining or improving the visual components of the City's urban areas
-

CHANGES EXPLAINED (CONT.)

- **Separation of Water and Wastewater (formally Sewer) Fund** – As explained previously, the Water and Wastewater need to be separated into two funds and will now be self-sustaining.
 - Water will include all activities related to providing water customers.
 - Wastewater will include all activities related to the collection and treatment of wastewater. Within this fund will be two departments, Wastewater Collection (WWC) and Wastewater Treatment (WWT).
 - **Renaming the Solid Waste (formally Garbage) Fund** – The term “garbage” does not encompass all activities performed in this fund, as the City provides removal services for garbage, recycling and green waste.
-

DEPARTMENT LEVEL BUDGETING

- **Budgets** can be adopted on either the fund, department or line item level. The City of Medical Lake has typically adopted on the fund level, but moving towards adopting on the **department level** for 2023 and on.
- **What does this mean?** It means that within each fund, the City will adopt a budget for each department. This will authorize and govern spending for each department, for improved tracking, management and reporting.



SCOTT DUNCAN – 2023, LOOKING FORWARD

Salary Survey

Updated Rates

Chad Pritchard

- Summer Camps
- Library
- After School Programs
- Community Events and Activities
- Stormwater
- Parks Master Plan
- "Celebrate History of Medical Lake"
- Plan for 902 East of Craig Road

Bob Maxwell

- Downtown - more inviting
- Employee Appreciation
- Speed Traylor

Tony Harbolt

- Waterfront Park
 - o Improve experience
 - o Food Trucks
 - o Rentals
 - o Public Safety and Security Block watch
- Block Parties - Plan and Promote meet your neighbors
- Radar speed reading @ City Entrance - Speed
- Trailors

Terri Cooper

- WSDOT business loop signs at ML freeway exits
- Downtown beautification
- Expand/Improve Parks and Trails
- Attracting small business and outdoor rec users
- Improve Public Safety response times
- Explore Public Safety Service Delivery Option

Medical Lake Retreat

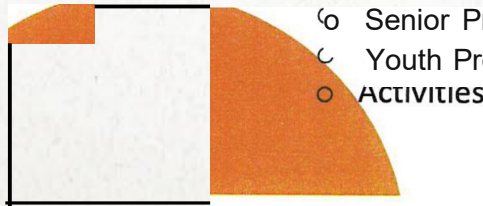
June 14, 2022

Art Kulibert

- Stabilize Revenue Funds
 - o Property Taxes
- RV Hook Ups
-

Dawn Olmstead

- Business Incentives
- Website Improvements
- Community Events and Engagement
 - o Citizen Participation & Volunteer Opportunities
 - o Senior Programs
 - o Youth Programs
 - o ACTIVITIES



Don Kennedy

- Sidewalks - Build and Maintain
- Electric Message Board
- Wildlife Control

Heather Starr

- Business Forum
- Map of Medical Lake
- Wayfinding Signage
- Information Board and/or Kiosks
- New Employees @ WWTP - 2?
- Stanley NB - Left-hand turn @ 902
- Off Road Vehicles (ORV) - approved routes

QUESTIONS?

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
October 4, 2022

Council Chambers
124 S. Lefevre Street

MINUTES

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
Chad Pritchard
Heather Starr
Don Kennedy

Administration/Staff

Terri Cooper, Mayor
Scott Duncan, Interim City Administrator
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 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Dawn Olmstead submitted a request for absence due to a family commitment. Motion to approve the absence made by councilmember Pritchard, seconded by councilmember Kennedy, motion carried 6-0.

2. AGENDA APPROVAL

- A. Mayor Cooper explained that the letter under Action Items (section Bii) had updated verbiage and requested to replace the version in the agenda packet with the updated version she provided to the council.
 - i. Motion to replace the original letter with the updated version made by councilmember Starr, seconded by councilmember Kulibert, motion carried 6-0.
- B. Motion to approve the agenda as amended made by councilmember Harbolt, seconded by councilmember Pritchard, motion carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Larry Stoker 19317 S Augusta, Spokane Valley – provided comments on the storage facility he owns in Medical Lake and the shipping containers he has brought onsite. Explained that he is working with our City Planner, Elisa Rodriguez, to resolve the issue.
 - i. Mayor Cooper gave further explanation of the process to council.

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

5. REPORTS

A. City Council & Council Committee Reports

- i. Parks & Recreation – Councilmember Starr gave an update on youth sports. Shared that the new Jazzercise class is running smoothly.
- ii. Finance – Councilmember Starr reported that the city used less water this month. Shared that the committee will review the Avista Utilities bill to see the impact of the solar panels. They also reviewed the budget amendments that will be discussed later in this meeting.

B. Council Comments

- i. Councilmember Pritchard – Thanked Mr. Duncan for his Water Well presentation.
- ii. Councilmember Starr – Shared that she is helping with the Re*Imagine Medical Lake Fall Festival that will be held on October 29, 2022. Shared that she is working to get local donations for the cake walk at the festival.
- iii. Councilmember Kulibert – no report
- iv. Councilmember Kennedy – no report
- v. Councilmember Maxwell – no report
- vi. Councilmember Harbolt – Shared appreciation for Deputy Reyes' attendance at the last council meeting. Shared that he would like to see consistent representation from the Sheriff's Department at every council meeting and will reach out to them regarding the matter.

C. Fire District 3

- i. Chief Rohrbach gave an update on the wildfire season. Discussed county-wide burn ban and permits. No dispatch numbers are available currently. Shared information about an integrated service center.

D. Mayor Cooper

- i. Gave an update on the budget retreat last Wednesday 9/28/22. Explained that the city is following the AWC (Association of Washington Cities) and Auditor's office recommendations for the budget structure.
- ii. Provided an update on the EVCO equipment installation in council chambers.

E. City Administrator & City Staff

- i. Steve Cooper, WWTP – Gave an update on the ongoing pressure main leak. Explained that the city is ready and just waiting for approval from the Army Corps of Engineers to begin repairs.
- ii. Scott Duncan, Interim City Administrator – Shared that the Public Works department is hiring maintenance workers and has received three applications in three weeks. Gave an update on winter preparations beginning in Public Works.

6. WORKSHOP DISCUSSION – no items listed

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approve **September 20, 2022**, Minutes

1. Motion to approve minutes made by councilmember Pritchard, seconded by councilmember Starr, motion carried 5-1 with councilmember Kennedy abstaining due to his absence at the last two meetings.
- ii. Approve **October 4, 2022**, Claim Warrants **41738** through **41773** in the amount of **\$201,415.40**.
 1. Finance committee reviewed and recommended approval
 2. Motion to approve made by councilmember Starr, seconded by councilmember Maxwell, motion carried 6-0.
 - a. Councilmember Kulibert pointed out that \$100,000 of the total claim warrant amount was an initial disbursement to Ptera.

B. Action Items

- i. Revised Yoga Instructor contract
 1. Motion to approve revised contract made by councilmember Pritchard, seconded by councilmember Kulibert, motion carried 6-0.
- ii. LP “Project Redwood” – Request for Water Service – Spokane County Tax Parcel No. 14142.9012
 1. Tom Haggerty, Engineer – gave a brief history and explanation of the request.
 2. Motion to approve the request made by councilmember Kennedy, seconded by councilmember Kulibert, motion carried 4-2 with councilmembers Starr and Pritchard opposing.

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

- A. Resolution 22-548 Garbage Rates
 - i. Motion to approve resolution made by councilmember Kulibert, seconded by councilmember Starr, motion carried 6-0.

10. ORDINANCES

- A. First Read Ordinance 1101 ARPA Budget Amendment
 - i. Mr. Ronholt explained the amendment and Mayor Cooper noted that the total ARPA allocation was \$623,059.
 - ii. City Attorney Sean King read the ordinance.
 - iii. Motion to approve first read made by councilmember Pritchard, seconded by councilmember Maxwell, motion carried 6-0.
- B. First Read Ordinance 1102 Library Budget Amendment
 - i. Mr. Ronholt gave a summary of the ordinance.
 - ii. City Attorney Sean King read the ordinance.
 - iii. Motion to approve first read made by councilmember Kennedy, seconded by councilmember Harbolt, motion carried 6-0.

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. Golf carts on city streets will be a workshop discussion at the October 18, 2022, council meeting.

- B. A resolution for an Intent to Vacate a city street will be on the October 18, 2022, council meeting agenda. City Planner, Elisa Rodriguez, will give a presentation.
- C. Councilmember Kulibert inquired as to when the union contract would be presented to council.
 - i. Mayor Cooper shared that a union representative should reach out soon and possibly have the contract on the next agenda.
- D. Councilmember Harbolt shared safety concerns regarding the temporary STA bus stop at 902 and Graham.
 - i. Mr. Duncan shared that he spoke to STA today regarding the matter. STA plans to install a sign at that location.
 - 1. Mayor Cooper asked Mr. Duncan to arrange a meeting with STA to discuss further.
- E. Letter for Police Services workshop will be on the agenda for October 18, 2022.
- F. Mr. Ronholt shared that public hearings regarding the 2023 Budget will be held on October 25, 2022, and November 1, 2022.

13. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Barb Reis Medical Lake – thanked Mayor Cooper for including Care and Share in this month’s newsletter. Commented that volunteers are needed.
- B. Lahnne Henderson – shared concerns surrounding the new plant as mentioned in the LP “Project Redwood” letter discussed in Action Items (section Bii).
- C. Brian Papiez 320 S Prentis (via Zoom) – commented on options for policing and questioned if they are required to be present at council meetings. Stated that he would like to see representation at council meetings.

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Harbolt, motion carried 6-0 and meeting concluded at 7:39 pm.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

**LAND LEASE AMENDMENT No. 1
BETWEEN
THE STATE OF WASHINGTON
THE DEPARTMENT OF SOCIAL HEALTH SERVICES
AND
THE CITY OF MEDICAL LAKE**

This Lease Amendment No. 1 modifies Lease Number 2176-99164 between the State of Washington, Department of Social and Health Services, hereinafter called the Lessor and the City of Medical Lake, hereinafter called the Lessee and will become effective upon full execution by the parties.

Premise: The Lessor hereby leases to the Lessee the following described lands situated in Spokane County, Washington, to wit:

That portion of the NW ¼, Section 19, Township 24 North, Range 41 East, W.M., lying north and west of the (Medical Lake-Tyler Road) State Highway No. 902; and also that portion of the NE ¼ NE ¼, Section 24, Township 24 North, Range 40 East, W.M., lying south of stone pillars of entrance to Eastern Washington State Hospital described as follows: The south 980 feet of the east 1,046.55 feet lying east of the approach road to Eastern Washington State Hospital except the west 30 feet and the south 30 feet thereof for road purposes.

The above described lands contain an area of 45.0 acres, more or less.

No other property owned by DSHS shall be used for any purpose by the Lessee, unless otherwise contracted to do so under a separate agreement.

By Agreement of the above parties, the purpose of this Lease Amendment is to revise the original Lease Agreement as follows:

1. To delete the language in section **1. Occupancy** of the original Lease and replace it in its entirety with the following new language: **1. Occupancy** The lease shall begin 11/01/1967 and terminate on 1/31/2023, unless terminated sooner as provided herein.

All other terms, conditions covenants, and amendments to this Lease, unless specifically altered, modified, or changed herein, remain in full force and effect

IN WITNESS WHEREOF, this Amendment is executed on the latest date by the persons signing below, who warrant that they have the authority to execute the Amendment.

CITY OF MEDICAL LAKE:

DEPARTMENT OF SOCIAL & HEALTH SERVICES:

Signature

Signature

Print Name

Jeanne Rodriguez

Print Name

Title

Capital Assets Manager

Title

Date

Date

**RESOLUTION NO.-22-549
CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF MEDICAL SETTING THE HEARING
DATE ON THE PROPOSED VACATION OF A PORTION OF CERTAIN
PROPERTY WITHIN THE CITY OF MEDICAL LAKE**

WHEREAS, on September 20, 2022, the City of Medical Lake, Spokane County, Washington (“City”) received a Petition for Vacation of Section of Third Street and San Salvador Road from the Zemler Family Trust, through trustee agent, Susan Zemler (“Petitioner”), which is set forth in the attached Exhibit A; and

WHEREAS, Petitioner owns the parcels of property adjacent to the property requested to be vacated in the City, including Parcel Numbers, 04124.1101, 04124.1602, and 04124.1603; and

WHEREAS, the petition was signed by more than two-thirds of the abutting property owners; and

WHEREAS, RCW 35.79.010 requires the City Council to fix the time and date when the petition shall be heard and determined, which time shall not be less than twenty (20) nor more than (60) days from the date of this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Medical Lake, Washington that the petition for the vacation of a Section of Third Street and San Salvador Road, as set forth in Exhibit A, hereby affixes the public hearing on the petition be set for the City Council Meeting of November 15, 2022, at 6:30p.m. in the City Council Chambers, S. 124 Lefevre St., Medical Lake, Washington, and further, directs City staff to prepare and disseminate the hearing notices in accordance with the requirements as detailed in RCW § 35.79, and City of Medical Lake Municipal Code.

ADOPTED by the City Council this 18th day of October, 2022.

MAYOR TERRI COOPER

Attest:

Approved as to form:

Finance Director/City Clerk, Koss Ronholt

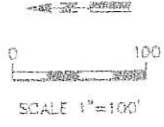
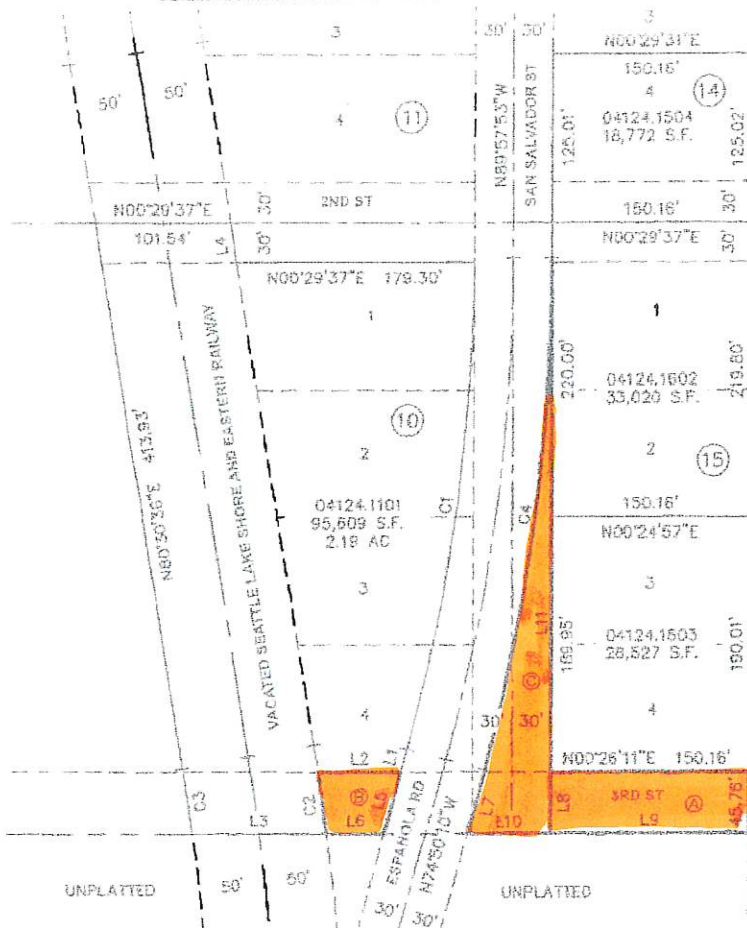
City Attorney, Sean P. Boutz

RESOLUTION 22-549 ZEMLER STREET INTENT TO VACATE

EXHIBIT A

ZEMLER STREET PLAT MAP

PROPOSED RIGHT OF WAY VACATION EXHIBIT



LINE TABLE

LINE	BEARING	DISTANCE
L1	N74°50'10"W	17.31'
L2	N00°26'11"E	62.41'
L3	N00°18'55"E	101.00'
L4	N80°50'36"E	30.46'
L5	N74°50'10"W	47.83'
L6	N00°19'55"E	43.20'
L7	N74°50'10"W	49.25'
L8	N89°57'53"W	46.03'
L9	N00°19'55"E	150.16'
L10	N00°19'55"E	63.54'
L11	N89°57'53"W	383.50'

CURVE TABLE

CURVE	DELTA ANGLE	RADIUS	LENGTH
C1	15°00'12"	1402.39'	367.22'
C2	1°22'13"	1959.66'	46.66'
C3	1°31'54"	1859.56'	49.72'
C4	15°07'43"	1462.39'	386.13'

PROPOSED VACATION AREA EXHIBIT

~SHEET 2 OF 3~

THIS DOES NOT CONSTITUTE A BOUNDARY SURVEY BY LANDTEK LLC. A COMPLETE RECORD OF SURVEY WILL BE FILED BY LANDTEK LLC AT A FUTURE DATE.



LANDTEK

PROFESSIONAL LAND SURVEYORS

616 N. MADEIRA STREET
 SPOKANE, WASHINGTON 99202
 PHONE 509.928.2221 FAX 509.928.2736
 LANDTEKSURVEYORS@GMAIL.COM

B

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1101**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE,
SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1092, §1 (2021)
AND THE 2022 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 for the purpose of making appropriations of the total estimated revenues for each separate fund 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 1092 was passed by the City Council on December 7, 2021; and

WHEREAS, the City Council adopted allocations for created allowable expenditure categories for the use of ARPA funding on July 19th, 2022 by Resolution 22-543; and

WHEREAS, City staff estimates that a total of \$623,059.00 in ARPA related activities may be expended by the end of 2022 as shown in Attachment A; and

WHEREAS, it is desirable to amend the 2022 final budget to allow the expenditure of a portion of ARPA funds; and

WHEREAS, the City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance 1092;

NOW, THEREFORE, the City Council of the City of Medical Lake, Spokane County, Washington, hereby ordain as follows:

Section 1: The following fund amounts are hereby amended for the year 2022:

<u>Fund #</u>	<u>Description</u>	<u>Revenue</u>	<u>Expenditure</u>
001	General Fund	\$4,667,396	\$3,233,403

Section 2: Repealer. All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

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 4th day of October, 2022.

ADOPTED THIS 18th day of October, 2022.

CITY OF MEDICAL LAKE,
WASHINGTON

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

City Attorney, Sean P. Boutz

Attachment A

ARPA 2022 Expenditures Estimate	Amount
Public Works Equipment	\$ 159,222.00
Aerators	\$ 165,524.00
Broadband (Ptera, Inc)	\$ 107,500.00
Civic Non-Profits	\$ 94,935.00
Expanded Parks & Trails	\$ 10,000.00
Downtown Beautification	\$ 10,000.00
City Technology and Training	\$ 75,878.00
Total	\$ 623,059.00

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1102**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1092, §1 (2021) AND THE 2022 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 for the purpose of making appropriations of the total estimated revenues for each separate fund 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 1092 was passed by the City Council on December 7, 2021; and

WHEREAS, the City owns the Municipal Library located at 321 E Herb St, Medical Lake, WA, 99022 and is responsible for maintaining its capital facilities; and

WHEREAS, the Library's roof needs repair, with cost estimates ranging between \$35,000 and \$65,000; and

WHEREAS, only \$18,231.00 has accumulated in the library reserve account leaving such estimated costs to repair the roof exceeding reserves; and

WHEREAS, there is \$40,000.00 in unallocated reserves in the Capital Improvements fund that can be used to offset the cost of repairs;

NOW, THEREFORE, the City Council of the City of Medical Lake, Spokane County, Washington, hereby ordain as follows:

Section 1: The following fund amounts are hereby amended for the year 2022:

<u>Fund #</u>	<u>Description</u>	<u>Revenue</u>	<u>Expenditure</u>
072	Library Reserve Fund	\$18,381	\$18,231
301	Capital Improvements	\$374,000	\$40,000

Section 2: Repealer. All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

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 4th day of October, 2022.

ADOPTED THIS 18th day of October, 2022.

CITY OF MEDICAL LAKE,
WASHINGTON

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

City Attorney, Sean P. Boutz