



**CITY COUNCIL MEETING AND PUBLIC HEARING AGENDA  
TUESDAY, NOVEMBER 15, 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 (November 15, 2022) - \*SEE NOTE\*
- Join the Zoom Meeting –  
<https://us06web.zoom.us/j/84332566844?pwd=NkpCZDhPdTFuVVM4YXFTd0xzTXU3QT09>

Meeting ID: 843 3256 6844

Passcode: 156449

One tap mobile

+12532158782,,84332566844#,,,,\*156449# US (Tacoma)

+13462487799,,84332566844#,,,,\*156449# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 386 347 5053 US

+1 564 217 2000 US

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 360 209 5623 US

Meeting ID: 843 3256 6844

Passcode: 156449

Find your local number: <https://us06web.zoom.us/j/84332566844>

**WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the council meeting, please email your comments to [SDuncan@Medical-Lake.org](mailto: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

**6. WORKSHOP DISCUSSION**

**7. GENERAL BUSINESS**

- A. Consent Agenda
  - i. Approve **November 1, 2022**, minutes
  - 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**.
- B. Action Items
  - i. Appointment of new City Administrator

**8. PUBLIC HEARING**

- A. Zemler Street Vacation
- B. Preliminary Budget Revenues and Property Tax Levy 2023

**9. RESOLUTIONS**

- A. Resolution 22-552 Designation of Spokane Teachers Credit Union (STCU) as City Bank
- B. Resolution 22-555 Master’s Touch Agreement

**10. ORDINANCES**

- A. First Read Ordinance 1104 Zemler Street Vacation
- B. Second Read Ordinance 1103 Property Tax Levy 2023

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

**12. UPCOMING AGENDA ITEMS**

**13. INTERESTED CITIZENS**

**14. EXECUTIVE SESSION – No items listed**

**15. CONCLUSION**

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

6:30 PM  
November 1, 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**

Tony Harbolt  
Art Kulibert  
Bob Maxwell  
Chad Pritchard  
Heather Starr  
Don Kennedy  
Dawn Olmstead

**Administration/Staff**

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

**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 members present.

**2. AGENDA APPROVAL**

- A. Motion to accept agenda made by councilmember Kennedy, seconded by councilmember Maxwell. Motion carried 7-0.

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

- A. Ted Olson 810 E Collen Ave. – gave general comments on council meetings and public participation.
- B. Barb Reis 515 S Silver Lake – gave opinion on police services, current and future.
- C. Lahnne Henderson 611 E Ladd – gave comments regarding fleet policy resolution. Mayor addressed questions.
- D. Yvonne Bresnahan E Stanley – shared that she is on the Board of Directors for Medical Lake Outreach and shared information about it.
- E. Scott Holbrook 414 W Brooks – commented on Sheriff services vs Police services.

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

**5. REPORTS**

- A. City Council & Council Committee Reports
  - i. Fire District 3 Chief Rohrbach – shared update on the city’s calls, Halloween, and the Regional Emergency Communications program. Reported that the significant fire threat is

over and burning is now allowed. Shared that FD3 will conduct an informational event regarding volunteer firefighting on Saturday, November 12<sup>th</sup> at 8 am in Cheney.

- ii. Park & Recreation – Councilmember Olmstead updated about soccer and flag football seasons and the upcoming winter sports season. Shared that Bingo will be held on November 17<sup>th</sup> this month due to Thanksgiving.
- iii. Finance Committee – Councilmember Starr shared that the committee reviewed budget information.

**B. Council Comments**

- i. Councilmember Pritchard – HCDHC reviewed applications to address homelessness.
- ii. Councilmember Starr – Fall Festival had a wonderful turnout. Cakewalk was successful.
- iii. Councilmember Kulibert – Shared a “this week in 1999” article
- iv. Councilmember Kennedy – attending an STA committee meeting later this week.
- v. Councilmember Maxwell – no report
- vi. Councilmember Olmstead – no report
- vii. Councilmember Harbolt – stated for the record that he fully supports the Sheriff and staff but thinks they miss out on the opportunity to support and communicate with us better. Noted that the Fire Chief is here every week and that a representative from the Sheriff’s office should be here every meeting.

**C. Mayor Cooper**

- i. Thanked Koss Ronholt, Finance Director for his hard work on restructuring the budget.
- ii. Gave reminder to vote

**D. City Administrator & City Staff**

- i. Elisa Rodriguez, City Planner – gave an update on the UGA change and public hearings.
- ii. Scott Duncan – Public Works getting ready for winter and coming snow.

**6. WORKSHOP DISCUSSION**

**A. Golf carts – Scott Duncan**

- i. Gave additional information he received from the state regarding golf carts on city streets.
- ii. Councilmember Starr – shared information on the corresponding RCW and gave her input on what a golf cart ordinance could look like.
- iii. Councilmember Harbolt asked about WCIA insurance concerns. Mr. Duncan has spoken with them and shared their input. Mayor Cooper asked legal counsel to look at golf cart liability for cities.
- iv. Motion to table the golf cart discussion pending legal counsel’s report made by councilmember Kulibert, seconded by councilmember Harbolt, motion carried 6-1, with councilmember Starr voting nay.

**B. City Administrator Job Description and Ordinance**

- i. Mayor asked council to review the current ordinance 2.06010, requesting that an addition be made to reflect that the position is at will at the pleasure of the mayor. Presented council with a draft employment agreement. Shared that after an additional round of interviews, the team unanimously agreed on one applicant. Mayor Cooper introduced the candidate

that was selected, James Sonny Weathers. The appointment of Mr. Weathers will be on the November 15, 2022, agenda.

- ii. Mr. Weathers introduced himself and answered questions from the council.
- iii. Mayor Cooper disclosed that Mr. Weathers and councilmember Olmstead are brother and sister.

## 7. GENERAL BUSINESS

### A. Consent Agenda

- i. Approve **October 18, 2022**, Regular Meeting minutes and **October 25, 2022**, Special Meeting and Public Hearing minutes
  - 1. Amendments to October 18, 2022, minutes - update the check numbers on vouchers (should be 41826 not 41825). Remove councilmember Starr's name from top as she was not present. Motion to accept minutes with amendments made by councilmember Kennedy, seconded by councilmember Olmstead, and motion carried 7-0.
  - 2. Motion to accept October 25, 2022, minutes as written made by councilmember Kennedy, seconded by councilmember Maxwell, motion carried 7-0.
- ii. Approve **November 1, 2022**, Claim Warrants **41827** through **41851** in the amount of **\$126,507.85**.
  - 1. Finance committee reviewed and recommended approval
  - 2. Motion to approve warrants made by councilmember Starr, seconded by councilmember Kulibert, motion carried 7-0.

### B. Action Items - none

## 8. PUBLIC HEARING / APPEALS

### A. Preliminary Budget 2023

- i. Mayor Cooper called the Public Hearing to order at 7:44 pm
- ii. Mayor Cooper, Mr. Ronholt, Mr. Duncan, and Mr. Cooper gave budget presentations and answered questions from council.
- iii. Public Comments
  - 1. Lahnne Henderson 611 E Ladd – gave comments on preliminary budget and property tax increase.
- iv. Public Hearing closed at 9:03 pm.

## 9. RESOLUTIONS

### A. Resolution 22-551 Adopting a Fleet Policy for the City of Medical Lake

- i. Mayor Cooper explained the resolution and reason for it.
- ii. Motion to accept the resolution made by councilmember Pritchard, seconded by councilmember Maxwell, motion carried 7-0.

## 10. ORDINANCES

### A. First Read Ordinance 1103 Property Tax Levy 2023

- i. Legal counsel read ordinance.
- ii. Councilmember Kennedy noted that he is not in favor of automatic increases without community voting.

- iii. Motion to accept first read and move to second read made by councilmember Olmstead, seconded by councilmember Starr, motion carried 6-1 with councilmember Kennedy voting nay.

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

**12. UPCOMING AGENDA ITEMS**

- A. Final budget meeting and public hearing set for December 6, 2022

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

- A. None

**14. EXECUTIVE SESSION – None**

**15. CONCLUSION**

Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Kennedy, motion carried 7-0 and meeting concluded at 9:11 pm.

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk

DRAFT

City of Medical Lake  
Budget Summary by Revenue

	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed
<b>001 General Fund</b>				
310 Taxes	\$ 1,865,758.00	\$ 1,929,457.25	\$ 1,829,123.00	\$ 1,939,599.30
320 License & Permits	45,787.20	128,441.85	46,600.00	67,000.00
330 Intergovernmental	409,516.23	268,334.99	160,240.00	198,997.00
340 Charges for Services	19,085.56	56,093.26	15,150.00	14,650.00
350 Fines and Forfeitures	-	1,341.61	2,000.00	-
360 Miscellaneous Revenue	65,381.65	2,105.24	4,460.00	6,050.00
380 Non-Revenue	68,427.59	-	-	-
390 Operational Transfers				
<b>Total of General Fund</b>	<b>\$ 2,473,956.23</b>	<b>\$ 2,385,774.20</b>	<b>\$ 2,057,573.00</b>	<b>\$ 2,226,296.30</b>

	2020 Actual	2021 Actual	2022 Adopted	2023 Proposed
<b>All Other Funds</b>				
100 Impact Fees Fund	\$ 2,890.77	\$ 64,836.70	\$ 1,850.00	\$ 6,800.00
101 Streets Fund	99,070.54	102,097.68	91,808.00	94,480.00
104 Streets - Restricted Fund	554,066.15	229,941.87	214,231.00	734,000.00
105 Leave & Severance Fund	13,592.93	13,072.88	13,000.00	12,800.00
106 Contingency Fund	401.14	59.06	200.00	300.00
107 American Rescue Plan Act	-	693,801.00	693,801.00	-
110 Public Safety Fund	226,745.00	223,842.00	223,842.00	221,136.00
111 Criminal Justice Fund	6,421.52	6,743.14	6,739.00	6,147.00
112 Parks & Recreation Fund	7,627.48	7,435.57	9,900.00	12,250.00
125 City Beautification Fund	3,875.00	6,542.50	4,000.00	6,500.00
301 Capital Improvement Fund	69,576.25	131,721.70	81,000.00	97,000.00
401 Water Fund	803,162.05	812,478.45	809,150.00	843,050.00
402 Water - Restricted Fund	-	-	5,112.00	75,000.00
408 Wastewater Fund	1,017,918.27	1,086,488.55	706,000.00	1,170,500.00
409 Wastewater - Restricted Fund	-	-	-	-
407 Solid Waste Fund	623,096.34	641,331.25	601,010.00	667,010.00
501 Unemployment Compensation	10,010.67	10.33	10.00	-
635 State Custodials Fund				
<b>Total of All Other Funds</b>	<b>\$ 3,438,454.11</b>	<b>\$ 4,020,402.68</b>	<b>\$ 3,461,653.00</b>	<b>\$ 3,946,973.00</b>

Total All Funds	\$ 5,912,410.34	\$ 6,406,176.88	\$ 5,519,226.00	\$ 6,173,269.30
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### 3 Year Budget Comparison - Revenue General Fund 001

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenue Total	\$ 2,452,547.99	\$ 2,489,420.16	\$ 2,058,073.00	\$ 1,462,923.85	\$ 2,226,296.30

Highlighted: Irregular Revenues

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
PROPERTY TAX	\$ 554,489.16	\$ 596,500.58	\$ 580,123.00	\$ 326,930.64	\$ 592,829.30
EMS LEVY	\$ 139,239.54	\$ 7,089.93	\$ -	\$ 628.58	\$ -
SALES TAX	\$ 453,843.52	\$ 616,253.86	\$ 550,000.00	\$ 431,274.58	\$ 640,000.00
NATURAL GAS USE TAX	\$ 23,710.88	\$ 22,880.95	\$ 21,000.00	\$ 21,860.38	\$ 24,000.00
WTR/SWR/GRBG UTILITY TAX-17%	\$ 334,841.16	\$ 342,707.70	\$ 330,000.00	\$ 228,823.91	\$ 340,000.00
ELECTRIC B & O TAX	\$ 224,320.74	\$ 238,085.62	\$ 230,000.00	\$ 161,424.56	\$ 235,000.00
GAS B & O TAX	\$ 61,037.54	\$ 62,247.60	\$ 65,000.00	\$ 61,415.81	\$ 66,000.00
CABLE B&O TAX	\$ 7,225.76	\$ 6,533.01	\$ 8,000.00	\$ 5,030.44	\$ 6,750.00
TELEPHONE B & O TAX	\$ 45,357.29	\$ 37,155.34	\$ 45,000.00	\$ 30,431.06	\$ 35,000.00
LEASEHOLD EXCISE TAX	\$ 184.17	\$ 2.66	\$ -	\$ 18.76	\$ 20.00
TIMBER TAX	\$ -	\$ -	\$ -	\$ -	\$ -
BUILDING PERMITS	\$ 43,270.90	\$ 127,117.65	\$ 45,000.00	\$ 28,686.00	\$ 60,000.00
PLUMBING FEE	\$ 312.00	\$ 92.00	\$ 100.00	\$ 5,856.00	\$ 3,000.00
MECHANICAL FEE	\$ 2,104.30	\$ 1,232.20	\$ 1,500.00	\$ 8,895.80	\$ 4,000.00
OTHER PERMITS-SPECIAL EVENTS	\$ 100.00	\$ -	\$ -	\$ 100.00	
COVID-19 NON-GRANT ASSISTANCE	\$ 220,501.31	\$ -	\$ -	\$ -	\$ -
OPD GRANT - PUBLIC DEFENDER 18-01	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,500.00
DOE/SHORELINE MASTER GRANT	\$ 5,483.75	\$ 4,040.00	\$ -	\$ -	
DOE- STATE GRANT	\$ -	\$ 3,826.25	\$ -	\$ -	
LE & CJ LEG ONE-TIME COST	\$ -	\$ 19,964.00	\$ -	\$ -	
MVFT-CITY ASSISTANCE	\$ 109,309.32	\$ 163,317.00	\$ 88,391.00	\$ 82,637.47	\$ 134,500.00
LIQUOR EXCISE TAX	\$ 31,546.89	\$ 34,867.44	\$ 31,412.00	\$ 25,199.79	\$ 33,202.00
LIQUOR BOARD PROFITS	\$ 40,174.96	\$ 39,820.30	\$ 37,937.00	\$ 18,887.30	\$ 28,795.00
DISTRICT/MUNI COURT - ADMIN FEES	\$ 5,447.31	\$ 4,314.51	\$ 3,500.00	\$ 4,067.08	\$ 4,000.00
ELECTION CANDIDATE FILING FEES	\$ -	\$ -	\$ 250.00	\$ -	\$ -
STATE REMIT-DNA COLLECTOR	\$ -	\$ 20.00	\$ -	\$ -	\$ -
ZONING & SUBDIVISION FEES	\$ 2,528.60	\$ -	\$ 1,000.00	\$ -	\$ 250.00
PLAN CHECK FEES	\$ 10,345.15	\$ 51,318.75	\$ 10,000.00	\$ 6,801.60	\$ 10,000.00
PLANNING DEPT PRMT REVIEW FEES	\$ 764.50	\$ 440.00	\$ 400.00	\$ 45.00	\$ 400.00
COURT COST RECOUP	\$ -	\$ 1,341.61	\$ 2,000.00	\$ -	\$ -
CITY LATE CHARGES & ADM FEES	\$ 100.00	\$ 320.00	\$ 500.00	\$ 300.00	\$ -
MISCELL REVENUES	\$ -	\$ 0.01	\$ -	\$ -	
INTEREST-REG MM	\$ 22.90	\$ 4.73	\$ 10.00	\$ 1.96	\$ 50.00
INTEREST-2ND MM	\$ 54.10	\$ 87.17	\$ 50.00	\$ 135.73	\$ 100.00
INVESTMENT INTEREST	\$ 5,509.42	\$ 1,317.34	\$ 2,000.00	\$ 8,034.82	\$ 5,000.00



LGIP INVESTMENT INTEREST	\$ -	\$ 239.26	\$ -	\$ -	\$ -
SALES TAX EQUAL INTEREST	\$ 782.88	\$ 410.13	\$ 200.00	\$ 304.59	\$ 400.00
PROPERTY/EMS TAX PENALTIES	\$ 169.25	\$ 46.59	\$ 200.00	\$ -	\$ -
INNOVIA FOUNDATION CENSUS GRAN	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
OTHER MISCELLANEOUS REVENUES	\$ -	\$ 0.02	\$ -	\$ -	
CASHIER'S OVER & SHORT	\$ -	\$ -	\$ -	\$ 30.00	\$ -
OTHER MISCELLANEOUS REVENUE	\$ 48,843.10	\$ -	\$ 2,000.00	\$ 382.07	\$ 500.00
CUMULATIVE EFFECT OF CHANGES	\$ 68,427.59	\$ -	\$ -	\$ -	\$ -
INSURANCE RECOVERIES	\$ -	\$ 103,325.95	\$ -	\$ 2,719.92	\$ -
	\$ 2,452,547.99	\$ 2,489,420.16	\$ 2,058,073.00	\$ 1,462,923.85	\$ 2,226,296.30

3 Year Budget Comparison - Revenue  
Impact Fees 100

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 2,890.77	\$ 64,836.70	\$ 1,850.00	\$ 1,823.40	\$ 6,800.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
SCHOOL IMPACT FEES	\$ 268.00	\$ 5,840.00	\$ 300.00	\$ 268.00	\$ 300.00
FIRE - IMPACT FEES	\$ 1,304.00	\$ 3,899.47	\$ 300.00	\$ 104.00	\$ 300.00
PARK - IMPACT FEES	\$ 1,210.00	\$ 55,070.00	\$ 1,200.00	\$ 1,210.00	\$ 1,200.00
INVESTMENT INTEREST	\$ 108.77	\$ 27.23	\$ 50.00	\$ 241.40	
T/I RTN FIRE IMPACT FROM 001	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
<b>Fund Total</b>	<b>\$ 2,890.77</b>	<b>\$ 64,836.70</b>	<b>\$ 1,850.00</b>	<b>\$ 1,823.40</b>	<b>\$ 6,800.00</b>

**3 Year Budget Comparison - Revenue**  
**Streets Fund 101, Streets - Restricted Fund 104**

CITY OF MEDICAL LAKE

**Summary - Streets**

	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
Beginning Balance					
Revenues	\$ 99,070.54	\$ 102,097.68	\$ 91,808.00	\$ 63,782.58	\$ 94,480.00

**Summary - Streets - Restricted**

	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
Beginning Balance					
Revenues	\$ 554,066.15	\$ 229,941.87	\$ 214,231.00	\$ 255,195.19	\$ 734,000.00

	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Proposed</b>
STREET & CURB PERMITS	\$ 25.00	\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00
MULTIMODAL TRANSPORTATION CITY	\$ 6,822.71	\$ 6,691.96	\$ 6,428.00	\$ 3,207.54	\$ 6,292.00
STREET - MV FUEL TAX	\$ 92,195.17	\$ 94,896.05	\$ 85,000.00	\$ 60,525.04	\$ 88,088.00
INVESTMENT INTEREST	\$ 25.95	\$ 37.67	\$ 30.00	\$ -	\$ 50.00
OTHER MISCELLANEOUS REVENUE	\$ 1.71	\$ 372.00	\$ 300.00	\$ -	\$ -
<b>Fund Total</b>	<b>\$ 99,070.54</b>	<b>\$ 102,097.68</b>	<b>\$ 91,808.00</b>	<b>\$ 63,782.58</b>	<b>\$ 94,480.00</b>
	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Proposed</b>
SRTC					TBD
TIB GRANT-2019 PINEVIEW/EVERGREE	\$ 523,661.88	\$ -	\$ -	\$ -	\$ -
TIB GRANT HALLET/GRACE ST (P09)-1	\$ 12,159.97	\$ 1,216.00	\$ 214,211.00	\$ 244,642.03	\$ -
TIB GRANT-LAKE/PRENTIS ST (006)-1	\$ 18,155.87	\$ 228,714.13	\$ -	\$ -	
TIB GRANT - BARKER ST(003)	\$ -	\$ -	\$ -	\$ 10,503.00	\$ 639,000.00
T/I CAPITAL IMPROVEMENTS					\$ 95,000.00
INVESTMENT INTEREST	\$ 88.43	\$ 11.74	\$ 20.00	\$ 50.16	
<b>Fund Total</b>	<b>\$ 554,066.15</b>	<b>\$ 229,941.87</b>	<b>\$ 214,231.00</b>	<b>\$ 255,195.19</b>	<b>\$ 734,000.00</b>

3 Year Budget Comparison - Revenue  
Leave & Severance Fund 105

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 13,592.93	\$ 13,072.88	\$ 13,000.00	\$ 10,377.12	\$ 12,800.00

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
INVESTMENT INTEREST	\$ 1,068.20	\$ 270.35	\$ 500.00	\$ 642.99	\$ 300.00
SICK LEAVE BUY BACK	\$ 12,524.73	\$ 12,802.53	\$ 12,500.00	\$ 9,734.13	\$ 12,500.00
<b>Fund Total</b>	<b>\$ 13,592.93</b>	<b>\$ 13,072.88</b>	<b>\$ 13,000.00</b>	<b>\$ 10,377.12</b>	<b>\$ 12,800.00</b>

3 Year Budget Comparison - Revenue  
Contingency Fund 106

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 401.14	\$ 59.06	\$ 200.00	\$ 227.53	\$ 300.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
INVESTMENT INTEREST	\$ 173.49	\$ 25.55	\$ 100.00	\$ 98.39	\$ 300.00
INVESTMENT INTEREST	\$ 47.01	\$ 6.94	\$ 20.00	\$ 26.67	
INVESTMENT INTEREST	\$ 25.42	\$ 3.74	\$ 10.00	\$ 14.43	
INVESTMENT INTEREST	\$ 17.88	\$ 2.63	\$ 10.00	\$ 10.14	
INVESTMENT INTEREST	\$ 24.09	\$ 3.55	\$ 10.00	\$ 13.66	
INVESTMENT INTEREST	\$ 113.25	\$ 16.65	\$ 50.00	\$ 64.24	
<b>Fund Total</b>	<b>\$ 401.14</b>	<b>\$ 59.06</b>	<b>\$ 200.00</b>	<b>\$ 227.53</b>	<b>\$ 300.00</b>

3 Year Budget Comparison - Revenue  
ARPA Fund 107

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ -	\$ 693,801.00	\$ 693,801.00	\$ 693,801.00	\$ -

Detail

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
CORONAVIRUS LOCAL FISCAL RCVRY-F	\$ -	\$ 693,801.00	\$ 693,801.00	\$ 693,801.00	\$ -
<b>Dept Total</b>	<b>\$ -</b>	<b>\$ 693,801.00</b>	<b>\$ 693,801.00</b>	<b>\$ 693,801.00</b>	<b>\$ -</b>

**3 Year Budget Comparison - Revenue  
Public Safety Fund 110**

CITY OF MEDICAL LAKE

Summary

	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
Beginning Balance					
Revenues	\$ 226,745.00	\$ 252,853.12	\$ 223,842.00	\$ 149,003.23	\$ 221,136.00

Detail

	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Proposed</b>
PUBLIC SAFETY TAX	\$ 60,027.93	\$ 69,423.02	\$ 60,000.00	\$ 46,119.20	\$ 72,704.00
LOCAL CRIMINAL JUSTICE	\$ 105,774.17	\$ 122,770.62	\$ 105,000.00	\$ 80,880.78	\$ 120,000.00
MVET-CRIM. JUSTICE PROGRAM	\$ 1,567.94	\$ 1,639.18	\$ 1,705.00	\$ 1,242.09	\$ 1,742.00
FIREWORKS PERMITS	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
LIQUOR BOARD PROFITS	\$ 40,174.96	\$ 39,820.30	\$ 37,937.00	\$ 18,887.30	\$ 7,490.00
LAW ENFORCEMENT SERVICES	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 1,673.86	\$ 19,000.00
<b>Fund Total</b>	<b>\$ 226,745.00</b>	<b>\$ 252,853.12</b>	<b>\$ 223,842.00</b>	<b>\$ 149,003.23</b>	<b>\$ 221,136.00</b>

**3 Year Budget Comparison - Revenue  
Criminal Justice Fund 111**

CITY OF MEDICAL LAKE

**Summary**

	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
Beginning Balance					
Revenues	\$ 6,421.52	\$ 6,743.14	\$ 6,739.00	\$ 4,849.07	\$ 6,147.00

**Detail**

	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Proposed</b>
MVET-CRIM JUSTICE-SPEC PRO	\$ 5,611.54	\$ 5,836.85	\$ 6,039.00	\$ 4,407.66	\$ 6,147.00
CRIME VICTIMS	\$ 82.52	\$ 90.45	\$ -	\$ 44.47	
DUI - CITIES	\$ 727.46	\$ 815.84	\$ 700.00	\$ 396.94	
<b>Fund Total</b>	<b>\$ 6,421.52</b>	<b>\$ 6,743.14</b>	<b>\$ 6,739.00</b>	<b>\$ 4,849.07</b>	<b>\$ 6,147.00</b>
	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Proposed</b>



3 Year Budget Comparison - Revenue  
Parks & Recreation Fund 112

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 7,627.48	\$ 7,435.57	\$ 9,900.00	\$ 19,908.30	\$ 12,250.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
CONCESSIONS	\$ -	\$ 358.00	\$ -	\$ 175.50	\$ 150.00
MAC LEAGUE RECREATION SERVICES	\$ -	\$ -	\$ 500.00	\$ -	\$ -
RECREATION FEES	\$ 3,133.84	\$ 5,997.57	\$ 5,000.00	\$ 9,677.80	\$ 7,500.00
REC FACILITY USE					\$ 100.00
PARKING-WATERFRONT PARK	\$ 85.00	\$ 460.00	\$ 200.00	\$ 690.00	\$ 500.00
FACILITY RENTALS	\$ 2,338.64	\$ 310.00	\$ 4,000.00	\$ 4,885.00	\$ 2,000.00
DONATIONS - PARK & RECREATION	\$ 250.00	\$ 300.00	\$ 200.00	\$ 300.00	\$ -
FACILITY RNTL DEPOSIT	\$ 1,820.00	\$ 10.00	\$ -	\$ 4,180.00	\$ 2,000.00
<b>Fund Total</b>	<b>\$ 7,627.48</b>	<b>\$ 7,435.57</b>	<b>\$ 9,900.00</b>	<b>\$ 19,908.30</b>	<b>\$ 12,250.00</b>

3 Year Budget Comparison - Revenue  
City Beautification Fund 125

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 3,875.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 6,500.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
BUSINESS LICENSE	\$ 3,875.00	\$ 6,542.50	\$ 4,000.00	\$ 5,000.00	\$ 6,500.00
<b>Fund Total</b>	<b>\$ 3,875.00</b>	<b>\$ 6,542.50</b>	<b>\$ 4,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 6,500.00</b>

3 Year Budget Comparison - Revenue  
Capital Improvement Fund 301

CITY OF MEDICAL LAKE

Summary

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 69,576.25	\$ 131,721.70	\$ 81,000.00	\$ 80,599.58	\$ 97,000.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
REET TAX	\$ 66,988.09	\$ 131,375.47	\$ 80,000.00	\$ 78,882.92	\$ 95,000.00
INVESTMENT INTEREST	\$ 2,588.16	\$ 346.23	\$ 1,000.00	\$ 1,716.66	\$ 2,000.00
<b>Fund Total</b>	<b>\$ 69,576.25</b>	<b>\$ 131,721.70</b>	<b>\$ 81,000.00</b>	<b>\$ 80,599.58</b>	<b>\$ 97,000.00</b>

3 Year Budget Comparison - Revenue  
Water Fund 401, Water - Restricted Fund 402

CITY OF MEDICAL LAKE

Summary - Water

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 803,162.05	\$ 812,478.45	\$ 809,150.00	\$ 511,058.50	\$ 843,050.00

Summary - Water Restricted

	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ -	\$ -	\$ 5,112.00	\$ -	\$ 75,000.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
UTILITY DELINQUENT FEES	\$ 3,666.00	\$ 1,150.00	\$ 5,000.00	\$ 20,944.42	\$ 12,000.00
DOOR HANGER FEES					\$ 4,500.00
FACILITIES RENTAL-RESERVOIR	\$ 123,410.44	\$ 114,443.63	\$ 100,000.00	\$ 89,394.46	\$ 125,000.00
WATER SALES	\$ 663,094.41	\$ 690,216.52	\$ 700,000.00	\$ 396,654.49	\$ 700,000.00
WATER TAP FEES	\$ -	\$ 5,086.01	\$ 3,000.00	\$ 650.00	\$ -
BULK WATER SALES	\$ -	\$ 35.23	\$ 50.00	\$ 183.57	\$ 50.00
INVESTMENT INTEREST	\$ 8,179.19	\$ 782.06	\$ 1,000.00	\$ 3,097.34	\$ 1,500.00
COVID-19 NON-GRANT ASSTANCE	\$ 4,544.81	\$ -	\$ -	\$ -	
MISCELLANEOUS REVENUE	\$ 267.20	\$ 765.00	\$ 100.00	\$ 134.22	
<b>Fund Total</b>	<b>\$ 803,162.05</b>	<b>\$ 812,478.45</b>	<b>\$ 809,150.00</b>	<b>\$ 511,058.50</b>	<b>\$ 843,050.00</b>
	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
BEG NET CASH & INVESTMENTS	\$ -	\$ -	\$ 5,112.00	\$ -	
T/I WATER RESTRICTED					\$ 75,000.00
<b>Fund Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,112.00</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>

3 Year Budget Comparison - Revenue  
Solid Waste Fund 407

CITY OF MEDICAL LAKE

Summary

Departments	2020 Actuals	2021 Actuals	2022 Budget	2022 Current	2023 Proposed
Beginning Balance					
Revenues	\$ 623,096.34	\$ 641,331.25	\$ 601,010.00	\$ 461,426.24	\$ 667,010.00

Detail

	2020 Activity	2021 Activity	2022 Budget	2022 Activity	2023 Proposed
COMPOST TRAILER REIMBURSEMENT	\$ -	\$ 13,100.01	\$ -	\$ 10,130.16	\$ 10,000.00
UTILITY DELINQUENT FEES	\$ 3,666.00	\$ -	\$ -	\$ -	\$ 6,000.00
GARBAGE COLLECTION FEES	\$ 617,729.98	\$ 627,944.44	\$ 600,000.00	\$ 450,130.88	\$ 650,000.00
INTEREST-GARB MM	\$ 21.08	\$ 4.10	\$ 10.00	\$ 1.71	\$ 10.00
INVESTMENT INTEREST	\$ 1,622.97	\$ 239.70	\$ 1,000.00	\$ 892.29	\$ 1,000.00
OTHER MISCELLANEOUS REVENUES	\$ 17.56	\$ -	\$ -	\$ -	
SALE OF RECYCLABLES	\$ 38.75	\$ 54.00	\$ -	\$ 271.20	
MISCELLANEOUS/CART RENTAL	\$ -	\$ (11.00)	\$ -	\$ -	
<b>Fund Total</b>	<b>\$ 623,096.34</b>	<b>\$ 641,331.25</b>	<b>\$ 601,010.00</b>	<b>\$ 461,426.24</b>	<b>\$ 667,010.00</b>

**3 Year Budget Comparison - Revenue**  
**Wastewater Fund 408, Wastewater - Restricted Fund 409**

CITY OF MEDICAL LAKE

Summary - Wastewater

<b>Departments</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
Beginning Balance					
Revenues	\$ 1,017,918.27	\$ 1,086,488.55	\$ 706,000.00	\$ 751,300.69	\$ 1,170,500.00

Summary - Wastewater

<b>Departments</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
	\$ -	\$ -	\$ -	\$ -	\$ -

Detail

	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
DSHS WWTP O & M-50%	\$ 314,189.21	\$ 385,820.81	\$ -	\$ 226,164.68	\$ 441,000.00
DOOR HANGER FEES					\$ 4,500.00
SEWER SERVICE	\$ 691,583.87	\$ 698,360.68	\$ 700,000.00	\$ 501,019.25	\$ 710,000.00
SEWER TAP FEES	\$ 300.00	\$ 375.00	\$ -	\$ 75.00	\$ -
UTILITY DELINQUENT FEES	\$ 3,666.00	\$ 1,150.00	\$ 5,000.00	\$ 20,944.42	\$ 12,000.00
INVESTMENT INTEREST	\$ 8,179.19	\$ 782.06	\$ 1,000.00	\$ 3,097.34	\$ 3,000.00
<b>Fund Total</b>	<b>\$ 1,017,918.27</b>	<b>\$ 1,086,488.55</b>	<b>\$ 706,000.00</b>	<b>\$ 751,300.69</b>	<b>\$ 1,170,500.00</b>

	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Budget</b>
	\$ -	\$ -	\$ -	\$ -	\$ -

3 Year Budget Comparison - Revenue  
Unemployment Compensation Fund 501

CITY OF MEDICAL LAKE

Summary

<b>Departments</b>	<b>2020 Actuals</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>2022 Current</b>	<b>2023 Proposed</b>
Beginning Balance					
Revenues	\$ 10,010.67	\$ 10.33	\$ 10.00	\$ 39.08	\$ -

Detail

	<b>2020 Activity</b>	<b>2021 Activity</b>	<b>2022 Budget</b>	<b>2022 Activity</b>	<b>2023 Proposed</b>
INVESTMENT INTEREST	\$ 10.67	\$ 10.33	\$ 10.00	\$ 39.08	
T/I - UNEMPLOYMENT (001 TO 501)	\$ 10,000.00	\$ -	\$ -	\$ -	
<b>Fund Total</b>	<b>\$ 10,010.67</b>	<b>\$ 10.33</b>	<b>\$ 10.00</b>	<b>\$ 39.08</b>	<b>\$ -</b>

**Proposed Changes in Rates & Fees**

This document contains only rates that are changing from 2022, for all City rates, fees and charges, see Resolution 534 (Administrative) & 535 (Utility). Does not include Resolution 22-548 Refuse Rates changes

<b>Utility Rates &amp; Fees</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>1. DELINQUENT WATER BILLS</b>		
Turn on during normal working hours	10.00	0.00
Turn on at other times	32.00	80.00
Post delinquent notice, doorhanger	10.00	20.00
Late charge	10.00	12.00
Unauthorized turn on of water meter	0.00	50.00
<b>2. SEWER USER CHARGE PER MONTH</b>		
Per each dwelling unit	30.00	32.00
Motels (per unit)	30.00	32.00
Mobile home parks per occupied lot	30.00	32.00

<b>Administrative Rates &amp; Fees</b>	<b>CURRENT RATE</b>	<b>NEW RATE</b>
<b>1. Records Requests</b>		
Copies, picked up in person	.15	.15 per page
Copies, mailed	.11	.15 per page + Postage
Email/Electronically delivered/Scanned pages	N/A	.10 per Gigabyte/page scanned
Storage device	N/A	Actual cost of device
<b>2. Business Park Use</b>		
Commercial Business Fee	10% of Gross Revenue	50.00 Per Day
<b>3. Waterfront Park Recreational Vehicle Parking Fees</b>		
Self-contained recreational vehicle/motor home	10.00 per night	30.00 per night
<b>4. State Environment Policy Act (SEPA)</b>		
SEPA Review	100.00	225.00
SEPA Review with concurrent review	N/A	150.00
Environmental Impact Statement Review	Cost (750.00 Deposit)	Cost (500.00 Deposit)
Pickup weekly	\$161.39	\$165.29
<b>5. Subdivisions</b>		
Preliminary Long Plat	950.00 (+13/lot + legal notice)	1,250.00 + 10/lot
Final Long Plat	350.00 + 10/lot	600.00 + 10/lot
Preliminary Plat Amendment	80% of fee	1,000.00 + 8/lot
Time Extension	150.00	250.00
Short Plat	480.00 + 100.00/lot	1,250.00 + 10/lot
Final Short Plat	270.00 + 10/lot	600.00 + 10/lot
Final Binding Site Plan	425.00 + 10/acre	600.00 + 10/lot
Binding Site Plan Amendment	80% of fee	1,000.00 + 8/lot
Preliminary Residence Division	380.00 + 50/lot	1,250.00 + 10/lot
Final Residence Division	225.00 + 225/lot	600.00 + 10/lot
Residence Division Amendment	80% of fee	1,000.00 + 8/lot
Preliminary Planned Unit Development	N/A	1,000.00 + 10/lot
Manufactured Home Community Preliminary Review	N/A	1,250.00 + 10/lot
Manufactured Home Community Final Review	N/A	600.00 + 10/lot
<b>6. Zoning Fees</b>		
Boundary Line Adjustment	95.00	130.00
Critical Areas Permit	See Res. 534	500.00 per acre or major fraction thereof
Lot Segregation		130.00
Special use Permit	550.00	900.00
Street Vacation	N/A	130.00
Rezone	550.00	1,500.00



<b>7. Comprehensive Plan</b>		
Comprehensive Plan text or map amendment	250.00 + 25/amend. Chapter	2,000.00
Development code amendment	N/A	2,000.00

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 22-552**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE ENTERING INTO  
A PROFESSIONAL SERVICES AGREEMENT WITH SPOKANE TEACHERS  
CREDIT UNION (STCU) TO PROVIDE BANKING SERVICES FOR THE CITY  
OF MEDICAL LAKE, WASHINGTON**

WHEREAS, the City of Medical Lake currently banks with First Interstate Bank and the Airway Heights branch as its primary branch; and

WHEREAS, pursuant to RCW 39.58.080, cities are required to bank with a qualified public depository; and

WHEREAS, Spokane Teachers Credit Union is a qualified public depository as identified by the Office of the Washington State Treasurer; and

WHEREAS, pursuant to RCW 35A.40.030, cities are required to designate a depository bank by the city council; and

WHEREAS, it is in the best interest of the City of Medical Lake to designate City staff as authorized signers for depository accounts of the City; and

WHEREAS, it is in the best interest of the City of Medical Lake to engage in banking service with Spokane Teachers Credit Union in the interest of proximity, reduction of fees and additional credit card processing services.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON that Spokane Teachers Credit Union will provide banking services for the Cities depositories and all accounts with First Interstate Bank.

MAY IT BE FURTHER RESOLVED that the only authorized signers on such accounts will be James “Sonny” Weathers, City Administrator and Timothy “Koss” Ronholt, Finance Director.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

Attest:

Approved as to Form:

\_\_\_\_\_  
Finance Director, Koss Ronholt

\_\_\_\_\_  
City Attorney, Sean P. Boutz

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 22-555**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A  
PROPOSAL FROM THE MASTER’S TOUCH, LLC TO PROVIDE BILL  
MAILING SERVICES FOR THE CITY OF MEDICAL LAKE, WASHINGTON**

WHEREAS, the City of Medical Lake currently prints, processes and mails utility bills to utility customers using City staff and equipment; and

WHEREAS, it is desirable to outsource these services to improve efficiency, reduce labor costs and provide advanced utility billing services to the citizens of Medical Lake; and

WHEREAS, City staff requested and reviewed quotes for bill mailing services and recommends The Master’s Touch, LLC as the lowest responsible bidder; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON that it approves of the City’s acceptance of the proposal from The Master’s Touch to provide bill mailing services for the City of Medical Lake.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

Attest:

Approved as to Form:

\_\_\_\_\_  
Finance Director, Koss Ronholt

\_\_\_\_\_  
City Attorney, Sean P. Boutz



**SPOKANE HEADQUARTERS**

1405 N ASH ST  
SPOKANE, WA 99201  
PHONE: 509-326-7475  
FAX: 509-326-7214  
TOLL FREE: 800-301-1347

**ARIZONA FACILITY**

132 W JULIE DR  
TEMPE, AZ 85283  
PHONE: 800-301-1347

**IOWA SALES OFFICE**

PO BOX 377  
DES MOINES, IA 50302  
PHONE: 800-301-1347

**HAWAII SALES OFFICE**

47-521 KAMEHAMEHA HWY  
KANEHOHE, HI 96744  
PHONE: 800-301-1347



www.themastertouch.com

**City of Medical Lake, WA**

**Statement Printing and Mail Processing**

**Description:**

- CASS Certify and presort customer data file.
- NCOA name and address to comply with USPS move update
- Image variable statement data to face of 8 ½"x 11".
- Letter fold statement and insert into #10 window
- Option to add #9 reply envelope
- Seal and tray for best automation postage rates.
- Perform final Quality check and Deliver to USPS SCF - Spokane

Mail first class at barcode automation rates.

**Quantity: 1,500/Month                      Price= \$275.00/Mailing + Postage\***

\*\*\*\*\*

**Printed items needed for these mailings:**

- 1. Description:** #10 Universal window envelope or Double window  
Quantity: Bill as used (no inventory required), **Price = 4.4 cents each**
- 2. Description:** 8 ½"x 11" statement with perf on 60# white, prints 4/0.  
Quantity: Print as needed (no inventory), **Price = 4.5 cents each**
- 3. Description:** 8 ½"x 11" newsletter, prints 4/4 on 60# white.  
Quantity: Print as needed (no inventory), **Price = 12 cents each**
- 4. Description:** Option - #9 window reply on 24# white wove  
Quantity: Use as needed (no inventory) **Price = 3.5 cents each**

\* Current automation postage is 45.5 cents for 5 digit presort mail

Thank you for this opportunity!

Jim Cote'  
President  
October 6, 2022

Accepted \_\_\_\_\_  
Date \_\_\_\_\_

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1104**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, PROVIDING  
FOR THE VACATION OF A PORTION OF THIRD STREET ADJACENT TO  
BLOCKS 10 AND 15 OF BROWN'S ADDITION TO MEDICAL LAKE AND THAT  
PORTION OF SAN SALVADOR STREET LYING SOUTH OF ESPANOLA ROAD  
AND NORTH OF BLOCK 15 OF BROWN'S ADDITION TO MEDICAL LAKE  
EXTENDED WESTERLY TO THE WEST LINE OF SAID PLAT; SEVERABILITY;  
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, on September 20, 2022, a petition for vacation was filed requesting the vacation of a portion of Third Street adjacent to Block 10 and Block 15 of Brown's Addition to Medical Lake and that portion of San Salvador Street lying South of Espanola Road right-of-way and North of Block 15 of Brown's Addition to Medical Lake extended westerly to the West line of said plat, as depicted in Exhibit A of this Ordinance, and totaling approximately 18,465 square feet; and

WHEREAS, the petition for vacation was filed by The Edwin J. and Elaine B. Zemler Family Trust, the owner of 100% of the property adjacent to this section of right-of-way and fully contained within a recorded plat; and

WHEREAS, the property to be vacated abuts up to and is contained within the boundary of the City of Medical Lake, and

WHEREAS, on October 18, 2022, the City Council set a public hearing for November 15, 2022 by Resolution No. 22-549; and

WHEREAS, the public hearing scheduled for November 15, 2022 was duly noticed in accordance with RCW §35.79; and

WHEREAS, on November 15, 2022, the City Council held a public hearing; and

WHEREAS, pursuant to RCW §35.79 and §58.17.212, upon vacation of the right-of-way, the City of Medical Lake shall transfer the vacated property to abutting property owner, and the zoning designation of the property shall attach to the vacated property, and all direct and indirect costs of title transfer to the vacated street shall be paid for by the recipient of the transferred property;

WHEREAS, the City Council desires to vacate the above street pursuant to RCW §35.79 and §58.17.212, provided that certain conditions between the City and the petitioner are fully satisfied prior to the transfer of the title by the City; and

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, do ordain as follows:

**Section 1.**     Findings of Fact.     The City Council makes the following findings of fact:

- A. The City Planner has reviewed the right-of-way to be vacated and determined that the property adjacent to the vacated property is otherwise served by public or private access;
- B. A public hearing on the proposed vacation has been held in accordance with State Law with the record of such hearing and proceedings lodged with the City Clerk;
- C. A written protest has not been filed with the City Clerk by at least fifty percent (50%)

of the abutting property owners;

D. No other objections or public comment have been received;

E. The land served by the portion of Third Street adjacent to Blocks 10 and 15 of Brown's Addition to Medical Lake and that portion of San Salvador Street lying South of Espanola Road and North of Block 15 of Brown's Addition to Medical Lake extending westerly to West line of said plat that has been petitioned to be vacated is wholly owned by The Edwin J. and Elaine B. Zemler Family Trust, the petitioner, and Timothy and Heidi Seeley, and which Mr. and Mrs. Seeley have provided written support and approval to the City for the vacation ; and

F. Vacation of these streets serves the public interest.

**Section 2.** Property to be Vacated. Based upon the above findings and in accordance with this Ordinance, the City Council does hereby vacate the streets which are incorporated herein by reference, and legally described in Exhibit A of this Ordinance.

**Section 3.** Zoning. The Zoning designation for the vacated property shall be the designation attached to the adjoining properties as set forth within the respective property or lot lines. The City Planner is authorized to make this notation on the official zoning map of the City.

**Section 4.** Easement. The City of Medical Lake reserves an Easement over the full width of the area vacated for the construction, repair, and maintenance of all existing and future public and private utilities and appurtenances, for itself and its franchisees, successors and assigns. No building or structure which affects or hinders the construction, repair, and maintenance of an existing and future utility may be erected on the area to be vacated without the written permission of the City or the Easement holder.

**Section 5.** Closing. Following satisfaction of the above conditions, the City Clerk shall record a certified copy of this Ordinance in the office of the County Auditor, and the Mayor and/or City Administrator is authorized to execute and finalize all necessary documents in order to complete the transfer of the property identified herein.

**Section 6.** 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 7.** Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this \_\_\_\_ day of December 2022.

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Mayor, Terri Cooper

ATTEST:

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Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

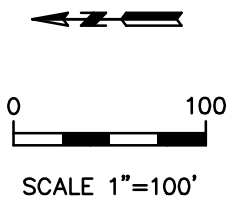
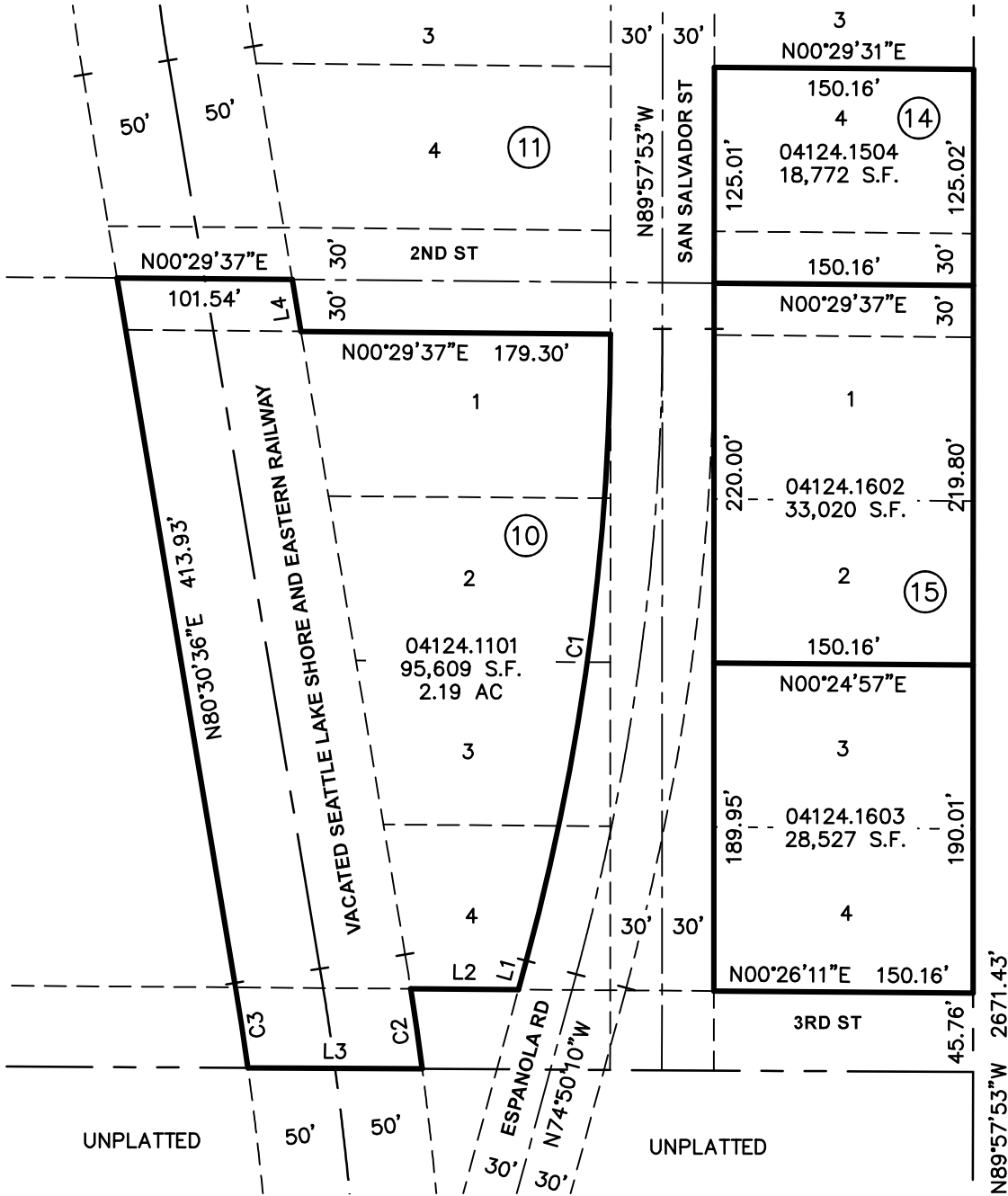
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City Attorney, Sean P. Boutz

Date of Publication:

Effective Date:

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°19'55"E	101.00'
L4	N80°30'36"E	30.46'
	0°19'55"E	19.20'

CURVE TABLE

CURVE	DELTA ANGLE	RADIUS	LENGTH
C1	15°00'12"	1402.39'	367.22'
C2	1°22'13"	1959.86'	46.88'
C3	1°31'54"	1859.86'	49.72'

EXISTING PARCEL EXHIBIT

~~SHEET 1 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**

619 N. MADELIA STREET  
SPOKANE, WASHINGTON 99202  
PHONE 509.926.2821 FAX 509.926.2736  
LANDTEKSURVEYORS@GMAIL.COM





PROPOSED RIGHT OF WAY VACATION EXHIBIT

PROPOSED VACATATION  
DESCRIPTIONS

**PROPOSED VACATION AREA "A"  
(6,892 S.F.)**

THAT PORTION OF 3RD STREET IN BROWN'S ADDITION TO  
MEDICAL LAKE, ACCORDING TO PLAT RECORDED VOLUME  
"A" OF PLATS, PAGE 177;

LYING WEST OF AND ADJOINING BLOCK 15 OF SAID  
BROWN'S ADDITION TO MEDICAL LAKE

SITUATE IN SPOKANE COUNTY, WASHINGTON.

**PROPOSED VACATION AREA "B"  
(2,445 S.F.)**

THAT PORTION OF 3RD STREET IN BROWN'S ADDITION TO  
MEDICAL LAKE, ACCORDING TO PLAT RECORDED VOLUME  
"A" OF PLATS, PAGE 177;

LYING NORTHERLY OF ESPANOLA ROAD NO. 43;

AND LYING WEST OF ADJOINING LOT 4, BLOCK 10 OF  
SAID BROWN'S ADDITION TO MEDICAL LAKE

SITUATE IN SPOKANE COUNTY, WASHINGTON.

**PROPOSED VACATION AREA "C"  
(9,128 S.F.)**

THAT PORTION OF SAN SALVADOR STREET AND BLOCK 10  
IN BROWN'S ADDITION TO MEDICAL LAKE, ACCORDING TO  
PLAT RECORDED VOLUME "A" OF PLATS, PAGE 177,

LYING SOUTHERLY OF ESPANOLA ROAD NO. 43;

AND LYING NORTHERLY OF BLOCK 15 OF SAID BROWNS  
ADDITION;

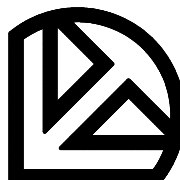
AND NORTHERLY OF THE NORTH LINE OF SAID BLOCK 15  
EXTENDED WESTERLY TO THE WEST LINE OF SAID BROWN'S  
ADDITION TO MEDICAL LAKE;

SITUATE IN SPOKANE COUNTY, WASHINGTON.

PROPOSED VACATION  
DESCRIPTIONS

~~SHEET 3 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.



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**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
ORDINANCE NO. 1103**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, LEVYING  
THE REGULAR PROPERTY TAXES FOR THE CITY OF MEDICAL LAKE,  
WASHINGTON IN SPOKANE COUNTY FOR THE YEAR COMMENCING JANUARY  
1, 2023 TO PROVIDE REVENUE FOR THE PROVISION OF CITY SERVICES AS SET  
FORTH IN THE CITY BUDGET.**

WHEREAS, State law authorizes the City of Medical Lake to levy regular property taxes upon the taxable property within the corporate limits in order to provide revenue for the 2023 current expense budget of the City;

WHEREAS, the City Council, after a public hearing and after duly considering all relevant evidence and testimony presented, has determined that the City desires a 1% increase in property tax revenue from the previous year, while receiving increases resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property;

WHEREAS, the population of the City of Medical Lake is 4,850;

WHEREAS, RCW 84.52.020 requires the City Council on or before the 30<sup>th</sup> day of November to certify budget estimates to the Clerk of the Spokane County Board of Commissioners including amounts to be raised by taxing property in the City;

WHEREAS, the City Council pursuant to notice has held a public hearing on the proposed budget estimates for 2023, including revenue sources which will fund the provision of services; and

WHEREAS, after due consideration of the proposed 2023 budget and the related financial requirements the City Council desires to impose an ad valorem property tax as permitted by State law.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, do ordain as follows:

**Section 1.** 2023 Levy. There shall be and is hereby levied and imposed upon real property, personal property, all new construction, utility property, and all property resulting from any annexations as defined in RCW Chap. 84.02 and 84.55.005 in the City of Medical Lake, Spokane County, Washington, a regular property tax increase over the 2022 amount of \$5,808.77 which is 1% for the year commencing January 1, 2023, plus any additional revenue resulting from new construction and improvements to property and any increase in the value of state-assessed property.

The regular property tax levied through this Ordinance is for the purpose of receiving revenue to make payment upon the general indebtedness of the City of Medical Lake, the general fund obligations and for the payment of services performed by or for the City during the 2023 calendar year.

**Section 2.** Notice to Spokane County. Pursuant to RCW 84.52.020, the Finance Director/City Clerk shall certify to the County Legislative Authority a true and correct copy of this Ordinance, as well as, the budget estimates adopted by the City Council in order to provide for and direct that the taxes levied herein shall be collected and paid to the Finance Director/City Clerk of the City of Medical Lake at the time and in the manner provided by the laws of the State of Washington.

PASSED by the City Council this 15<sup>th</sup> day of November 2022.

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Mayor, Terri Cooper

ATTEST:

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Finance Director/City Clerk Koss Ronholt

APPROVED AS TO FORM:

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City Attorney, Sean P. Boutz

Date of Publication:

Effective Date: