

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

6:30 PM  
August 16, 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  
Don Kennedy  
Art Kulibert  
Bob Maxwell  
Dawn Olmstead  
Chad Pritchard  
Heather Starr

**Administration/Staff**

Scott Duncan, Interim City Administrator  
Roxanne Wright, Admin. Asst.  
Steve Cooper, WWTP Director  
Sean King, City Attorney (via Zoom)

**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 council members were present.

**2. AGENDA APPROVAL**

- A. Added Item - Department of Commerce Solar Grant
  - i. Motion to approve the addition of the Department of Commerce Solar Grant Award to the agenda made by Councilmember Kennedy, seconded by Councilmember Pritchard. Motion carried 7-0.

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

- A. Scott Holbrook 424 W Brooks – handed out a document and shared information about the US Civil Flag.

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

**5. REPORTS**

- A. City Council & Council Committee Reports
  - i. Public Safety Committee – FD3 Chief Rohrbach
    - 1. Gave an update on the current fire season and the recent Williams Lake fire. Updated on call volume.
    - 2. Reported that the recent EMS Levy did not pass. Will strategize going into next year on how to support the increased call volume.
    - 3. Councilmember Kulibert reported that the committee discussed offroad vehicle/golf cart use within city limits.

- B. Public Works – Councilmember Maxwell
  - i. Reported that wells are holding up well with the heat. Shared that crosswalks are being painted. Shared that Mr. Duncan is working on grant(s) for sidewalk upgrades. Discussed possible leak in seasonal wetlands and that Mr. Cooper with the WWTP is investigating. Mayor Cooper indicated that Mr. Cooper will address the leak later in the meeting.
  
- C. Finance Committee – Councilmember Starr
  - i. Reported that the committee noticed that a few council members, as well as the mayor, were missing on the report they review regarding payments. The committee speculated that it was due to auto deposits versus physical checks. Finance Director Ronholt was not present at the meeting and therefore was unable to answer this question. They will follow up with Mr. Ronholt.
  - ii. Mayor Cooper added that she advised the Finance Committee regarding the current union negotiations.
  
- D. Council Comments
  - i. Councilmember Pritchard – Shared that the library is hosting a walk around Medical Lake this Thursday, 5-7 pm. They will meet at Waterfront Park, take some lake samples, and discuss geology. Shared that he enjoyed the Bluewaters Bluegrass festival and that there was enough participation to be able to do it again next year.
  - ii. Councilmember Starr – Shared her interest in the topic of golf cart use within the city.
  - iii. Councilmember Kulibert – Shared that he participated in Bluegrass assisting his wife as a vendor.
  - iv. Councilmember Kennedy – Shared that he also attended the festival and reported large numbers on Friday night.
  - v. Councilmember Maxwell – no report
  - vi. Councilmember Olmstead – no report
  - vii. Councilmember Harbolt – Shared that lighting is needed at the Shepard Field parking lot. Public safety as well as vandalism is a concern.
  
- E. Mayor Cooper – Provided update on the RFP for legal services; received 4 responses. Shared that an offer was made on the utility clerk position. Reported that she and Ms. Rodriguez, the City Planner, met with the EWU planning department regarding participating in their internship program.
  
- F. City Administrator & City Staff
  - i. Steve Cooper, WWTP – gave an update on the water leak in a wetland area. Mayor Cooper reiterated that it is clean water, not sewer. Mr. Cooper also reported that the lake level is still within parameters.
  - ii. Scott Duncan – Shared that applications are still being accepted for maintenance positions.

**6. WORKSHOP DISCUSSION – No items listed**

**7. GENERAL BUSINESS**

- A. Consent Agenda
  - i. Approve the **August 2, 2022**, Minutes

1. Correction needed to Section 5Bii Council Comments to change "HS" to Councilmember Starr.
  - a. Motion to approve minutes as amended made by Councilmember Kennedy, seconded by Councilmember Olmstead, motion carried 7-0.
- ii. Approve **August 16, 2022**, Claim Warrants **41578** through **41630** in the amount of **\$122,538.66** and Payroll Warrants **41569** through **41577** and Payroll Accounts Payable Warrants **20145** through **20153** in the amount of **\$148,625.80**.
  1. Finance committee reviewed
  2. Motion to approve warrants made by Councilmember Starr, seconded by Councilmember Kullibert, motion carried 7-0.

**B. Action Items**

- i. SRTC Block Grant Acceptance
  1. Mayor Cooper shared grant information; ADA updates on Lake Street. Explained that there will be zero cost to the city.
    - a. Motion to accept the grant award made by Councilmember Kennedy, seconded by Councilmember Pritchard, motion carried 7-0.
- ii. Department of Commerce Solar Grant – added agenda item
  1. Mayor Cooper shared grant information; solar panel at WWTP.
    - a. Motion to accept the grant award made by Councilmember Pritchard, seconded by Councilmember Starr, motion carried 7-0.

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

**9. RESOLUTIONS – No items listed**

**10. ORDINANCES – No items listed**

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

**12. UPCOMING AGENDA ITEMS**

- A. Councilmember Pritchard requested an update on DSHS Land Lease.
- B. Councilmember Starr requested a workshop regarding the north-end parking lot of Medical Lake.

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

- A. Scott Holbrook 424 W Brooks – shared about Bluewaters Bluegrass Festival. Thanked the mayor for her work. Shared his opinion on the topic of golf carts, e-bikes, etc. Commented on Waterfront Park parking lot.
- B. Lahnne Henderson 611 E Ladd – asked the location of the water leak Mr. Cooper spoke about. Mr. Cooper shared that the location is on Peter Street which is undeveloped, between Howard and N. Lefevre. Ms. Henderson also commented on the topic of golf carts and suggested including riding lawnmowers in the consideration.

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion to conclude the meeting made by Councilmember Kennedy, seconded by Councilmember Pritchard, motion carried 7-0. Meeting concluded at 7:20 pm.

  
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Terri Cooper, Mayor

  
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Koss Ronholt, Finance Director/City Clerk