

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
September 20, 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
Dawn Olmstead
Chad Pritchard
Heather Starr

Administration/Staff

Terri Cooper, Mayor
Scott Duncan, Interim City Administrator
Koss Ronholt, Finance Director/City Clerk
Steve Cooper, WWTP Director
Sean Boutz, City Attorney

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

- A. Mayor Cooper called the meeting to order at 6:32 pm, led the pledge of allegiance, and performed roll call.
 - i. Councilmember Don Kennedy was not present. His absence was approved at the September 6, 2022, council meeting. All other members were present.

2. AGENDA APPROVAL

- A. Mayor requested to add a workshop to discuss upcoming Resolution 22-548 regarding garbage rates. Motion to add the workshop to the agenda made by councilmember Kulibert, seconded by councilmember Harbolt, motion carried 6-0.
- B. Attorney Sean Boutz requested that the order of the agenda be changed to allow for the second reading of Ordinance 1100 to come before Resolution 22-544. Motion made by councilmember Starr to switch the order of business to move Ordinances to section 9 and Resolutions to section 10, seconded by councilmember Maxwell, motion carried 6-0.
- C. Motion to accept agenda as amended made by councilmember Starr, seconded by councilmember Maxwell, motion carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Richard Schroeter 126 E Barker – expressed concerns regarding the property next to the library. Mr. Schroeter shared that the librarian at the Medical Lake library has received comments regarding feeling unsafe when in the area. He provided her business card to Mr. Ronholt.
 - i. Mayor commented that code enforcement and law enforcement are working on the issue.
- B. Barb Reis – 515 S. Silver Lake Ave. – commented and shared concerns regarding ordinance 1100.
- C. Lahnne Henderson - 611 E Ladd – commented and shared concerns regarding ordinance 1100.

- D. Bill Dennstaedt, Deputy Fire Chief – corrected call data he provided at the last meeting; 63 calls for the city of Medical Lake last month.

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

5. REPORTS

A. City Council & Council Committee Reports

i. Public Safety

- 1. Deputy Reyes from Spokane County Sheriff department was present but had nothing to report.
- 2. Councilmember Kulibert shared that they discussed golf carts and possible delay for Zipline website.

ii. Public Works

- 1. Councilmember Maxwell gave an update on the water main leak.
- 2. Mr. Duncan reported that another maintenance position is open due to an employee's departure.

B. Finance Committee – Councilmember Starr

- i. Shared that the committee discussed the union contract, budget retreat, and garbage rates. Shared that there will be more movement regarding the usage of ARPA funds.

C. Council Comments

- i. Councilmember Pritchard – shared that the Housing and Community Development Advisory Committee (HCDAC) has a new round of grants coming up.
- ii. Councilmember Starr – shared that she participated in a Re*Imagine Medical Lake meeting and noted that there are many community events coming up that will need volunteers.
- iii. Councilmember Kulibert- shared that he hosted a garden club picnic. Noted that the garden club partners with Cheney and Kiwanis and selects local Yard-of-the-Month recipients.
- iv. Councilmember Maxwell – nothing to report
- v. Councilmember Olmstead – nothing to report
- vi. Councilmember Harbolt – expressed appreciation to Deputy Reyes for being present at the meeting.

D. Mayor Cooper

- i. Reported that the Medical Lake Farmer's Market has been well attended and successful.
- ii. Shared about the budget retreat on Wednesday, September 28, 2022.
- iii. Shared about the upcoming public hearing for the Planning Commission on Thursday, September 22, 2022, at 5 pm.

E. City Administrator & City Staff – nothing to report

6. WORKSHOP DISCUSSION

A. Garbage Rates (Resolution 22-548)

- i. The city is proposing an increase to refuse rates to match the increase from Sunshine Disposal. Mr. Ronholt handed out a draft of Resolution 22-548 and the preceding Resolution 535. Discussed the proposed rate increase and cost recovery.

7. GENERAL BUSINESS

A. Consent Agenda

- i. Approve **September 6, 2022**, Minutes
 1. Motion to approve minutes made by councilmember Pritchard, seconded by councilmember Starr, motion carried 6-0.
- ii. Approve **September 20, 2022**, Claim Warrants **41691** through **41737** in the amount of **\$179,010.57**, Payroll Claim Warrants **41683** through **41690**, and Payroll Payable Warrants **20154** through **20159** in the amount of **\$144,640.91**.
 1. Councilmember Starr reported that the Finance Committee recommended approval.
 2. Motion to approve warrants made by councilmember Starr, seconded by councilmember Olmstead, motion carried 6-0.
- iii. Mayor Cooper noted that agenda item 7Aiii should be under Action Items, not Consent Agenda. Motion to move item under section 7Aiii to 7Bi made by councilmember Olmstead, seconded by councilmember Kulibert, motion carried 6-0.

B. Action Items

- i. Approve Washington Utilities and Transportation Commission Petition to Modify Warning Devices at Stanley Street Railroad Crossing
 1. Motion to approve made by councilmember Pritchard, seconded by councilmember Starr, motion carried 6-0.

8. PUBLIC HEARING / APPEALS – No items listed

9. ORDINANCES

- A. Second Read Ordinance 1100 Procurement Policy Amending MLMC 2.20.010 Purchase Requisition
 - i. Motion to accept ordinance as written made by councilmember Pritchard, seconded by councilmember Olmstead, motion carried 6-0.
 - ii. Discussion – Councilmember Kulibert voiced his desire for wording to be added to show when the mayor would have authority to act and under what conditions the council would agree to give the mayor that authority. He also suggested that in Section 1, the top limit should be \$1,000.00 rather than \$750.00.
 1. Mayor Cooper addressed councilmember Kulibert's statements and explained the ordinance in further detail. Also explained that there is a resolution that outlines the procurement policy (Resolution 22-544) that will be discussed in the next section.
 2. Councilmember Starr asked if there can be a reference to the resolution in the ordinance, so it's tied together. Mayor Cooper explained that ordinances are long-standing, and resolutions are updated more often, so it is difficult to have a reference to the resolution in the ordinance.

3. Motion made by councilmember Kulibert to amend section 2 to add the wording, “when it is time sensitive and cannot be reviewed by city council and consistent with state law”, seconded by councilmember Maxwell, motion carried 6-0.
 - a. Motion made by councilmember Kulibert to approve this exact language, seconded by councilmember Maxwell, motion carried 6-0.
4. Motion made by councilmember Kulibert to amend Section 1 to raise dollar amount from \$750.00 to \$1,000.00, seconded by councilmember Harbolt, motion carried 5-1, with councilmember Pritchard opposing.
5. Motion made by councilmember Kulibert to pass Ordinance 1100 as amended, seconded by councilmember Harbolt, motion carried 5-1, with councilmember Pritchard opposing.

10. RESOLUTIONS

- A. Resolution 22-544 Establishing Procedures for Small Purchases, Vendor List Purchases, Competitive Bidding, and Purchase of Services
 - i. Discussion – Mayor Cooper would like to amend the title to read “Establishing Procurement Policy” and add within the “Whereas” section(s) a reference to MLMC 2.20.
 1. Motion made by councilmember Olmstead to amend title, seconded by councilmember Pritchard, motion carried 6-0.
 2. Motion made by councilmember Starr to add reference to MLMC 2.20, seconded by councilmember Olmstead, motion carried 6-0.
 - ii. Motion made by councilmember Kulibert to amend section 1A to read \$1000, seconded by councilmember Harbolt, motion carried 6-0.
 - iii. Noted that the date on page 5 should be amended to the 20th of September. Legal counsel stated that a motion was not needed for this change.
 - iv. Motion made by councilmember Harbolt to approve Resolution 22-544 as amended, seconded by councilmember Maxwell, motion carried 5-1, with councilmember Pritchard opposing.

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. Resolution 22-548 Garbage Rates added to the agenda for the October 4, 2022, council meeting.

13. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Shirley Maike – commented on garbage rates and reserve in fund

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion made by councilmember Pritchard to conclude meeting, seconded by councilmember Starr, motion carried 6-0 and meeting concluded at 7:55 pm.


 Terri Cooper, Mayor


 Koss Ronholt, Finance Director/City Clerk