

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

6:30 PM
October 18, 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
Dawn Olmstead
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
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. Councilmember Starr requested to be excused due to illness. Motion to approve absence made by councilmember Kennedy, seconded by councilmember Maxwell, motion carried 6-0.
- B. Councilmember Pritchard submitted a request to be excused from the October 25, 2022, Public Hearing due to a previous engagement. Motion to approve absence made by councilmember Olmstead, seconded by councilmember Maxwell, motion carried 6-0.

2. AGENDA APPROVAL

- A. No additions. Motion to approve agenda as written made by councilmember Pritchard, seconded by councilmember Harbolt, motion carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. None at this time

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

5. REPORTS

- A. City Council & Council Committee Reports
 - i. Public Safety, Fire Chief Rohrbach
 - 1. Shared that the county-wide burn ban has been lifted. Debris burning is not permitted yet. Gave an update on August stats; Medical Lake had sixty-nine calls. September had a record-low number of calls at thirty-eight. Updated on the fire district's budget review and volunteer needs. Shared that they will hold an Open

Public Meeting regarding volunteer recruitment this Thursday at 6 pm at Fire District 3, 10 S. Presley in Cheney.

2. Sheriff Kittilstved – shared that he attended tonight’s Public Safety committee meeting to address the topic of golf carts. Shared Medical Lake’s call and crime report and that overall crime is low in Medical Lake. Shared crime trend information. Reported that SCOPE is actively recruiting. Shared that a joint Training Center is being built just outside of town and discussed how this will increase police proximity to Medical Lake.
- ii. Finance Committee
 1. Councilmember Olmstead shared that the committee discussed the ongoing budget preparation and how to properly allocate expenditures per department.
- iii. Public Works
 1. Councilmember Maxwell gave an update on the wastewater pressure main leak; permission has been granted by the Army Corps of Engineers to move forward with the repair. Shared that the repair itself will be quick once the contractor is on site. Reported that the city wells are doing great, with no problems. Shared that Public Works is hiring one additional maintenance person with the possibility of another. Reported that the fifth solar aerator will be installed at Medical Lake soon. Shared that Public Works is working on winter preparations for the city. Scott Duncan shared that quotes for the Medical Lake Library roof repair are being put together.

B. Council Comments

- i. Councilmember Pritchard shared about the stormwater discussion held earlier today. Shared that the next community walk around Medical Lake will be in December with another to be held in April.
- ii. Councilmember Kulibert – no report
- iii. Councilmember Kennedy – no report
- iv. Councilmember Maxwell - no report
- v. Councilmember Olmstead – shared continued concerns regarding the deer population, giving a reminder for the community to not feed them.
- vi. Councilmember Harbolt – no report

C. Mayor Cooper

- i. Provided an update on the Urban Growth Area review

D. City Administrator & City Staff

- i. High School Bonfire Permit – Scott Duncan
 1. Medical Lake High School’s Homecoming bonfire will be held on Wednesday, October 19, 2022, at 7 pm. The permit has been approved by Fire District 3 and Spokane County Sherriff.
- ii. Planning Department Update – Elisa Rodriguez, City Planner
 1. Mrs. Rodriguez gave an update on the city planning department, including the Critical Areas Ordinance (CAO) update, and the Urban Growth Area planning process.

2. Shared about the EWU Urban Planning Program studio class project. The class and professor came to City Hall today and met with Gerri Johnson for a history lesson on Medical Lake and took a van tour of the city.

6. WORKSHOP DISCUSSION

- A. Golf carts – Scott Duncan
 - i. Mr. Duncan requested to table this workshop discussion until councilmember Starr is present. Motion to move the discussion to the November 1, 2022, council meeting made by councilmember Kennedy, seconded by councilmember Harbolt, motion carried 6-0.
- B. Letter for Police Services
 - i. Mayor Cooper explained the purpose of the letter. Motion to approve sending the letter made by councilmember Harbolt, seconded by councilmember Olmstead, motion carried 6-0.

7. GENERAL BUSINESS

- A. Consent Agenda
 - i. Approve **September 28, 2022**, Special Meeting Budget Retreat minutes and **October 4, 2022**, Regular Meeting minutes
 1. Motion to approve September 28, 2022 minutes made by councilmember Olmstead, seconded by councilmember Pritchard, motion carried 6-0. Motion to approve October 4, 2022 minutes made by councilmember Pritchard, seconded by councilmember Kulibert, motion carried 6-0.
 - ii. Approve **October 18, 2022**, Claim Warrants **41782** through **41826** 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**.
 1. Councilmember Olmstead shared that the Finance Committee reviewed and recommended approval of all October 18, 2022 warrants.
 2. Motion to approve warrants made by councilmember Olmstead, seconded by councilmember Kennedy, motion carried 6-0.
- B. Action Items
 - i. Letter of Understanding (LOU) for DSHS Land Lease
 1. Scott Duncan explained that the purpose of the LOU is to extend the current DSHS Land Lease to January 31, 2023. Motion to approve the LOU made by councilmember Kennedy, seconded by councilmember Kulibert, motion carried 6-0.

8. PUBLIC HEARING / APPEALS – No items listed

9. RESOLUTIONS

- A. Resolution 22-549 Zemler Street Intent to Vacate
 - i. Ms. Rodriguez explained the Resolution and the process moving forward.
 - ii. Motion to approve the Resolution made by councilmember Kulibert, seconded by councilmember Olmstead, motion carried 6-0.
 1. A Public Hearing will be set for the November 15, 2022, City Council meeting.

10. ORDINANCES

- A. Second Read Ordinance 1101 ARPA Budget Amendment
 - i. Ordinance read by City Attorney Sean King.
 - ii. Motion to approve Ordinance 1101 made by councilmember Kulibert, seconded by councilmember Pritchard, motion carried 6-0.

- B. Second Read Ordinance 1102 Library Budget Amendment
 - i. Ordinance read by City Attorney Sean King.
 - ii. Motion to approve Ordinance 1102 made by councilmember Harbolt, seconded by councilmember Maxwell, motion carried 6-0.

11. EMERGENCY ORDINANCES – No items listed

12. UPCOMING AGENDA ITEMS

- A. Golf cart workshop

13. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Lahnne Henderson 611 E Ladd – commented that she had a difficult time hearing the speakers. Commented on the letter for police services and wanted it stated for the record that she opposes any change to the current policing agreement.
- B. Brad Olmstead 1010 E Fox Ridge – wanted to recognize local business Elephant Touchless Car Wash for the new owner’s efforts to improve the business’s appearance and his commitment to community outreach.

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Olmstead, motion carried 6-0 and meeting concluded at 7:42 pm.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk