

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

6:30 PM  
December 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**

Don Kennedy  
Chad Pritchard  
Art Kulibert (via Zoom)  
Heather Starr  
Dawn Olmstead

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director/City Clerk  
Sean King, City Attorney (via Zoom)  
Scott Duncan, Public Works Director  
Steve Cooper, WWTP Director  
Roxanne Wright, Admin. Assistant

**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. Councilmembers Pritchard, Kennedy, Starr, and Olmstead all present in person with councilmember Kulibert attending via Zoom.

B. Absences

i. Councilmember Maxwell

1. Motion to excuse absence made by councilmember Kennedy, seconded by councilmember Starr, motion carried 5-0.

ii. Councilmember Harbolt

1. Motion to excuse absence made by councilmember Kennedy, seconded by councilmember Olmstead, motion carried 5-0.

**2. AGENDA APPROVAL**

A. Addition to Agenda

i. Ordinance 1107 Budget Amendment

1. Motion to place on tonight's agenda under section 10b, made by councilmember Kennedy, seconded by councilmember Olmstead, motion carried 5-0.

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

A. None

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

## 5. REPORTS

### A. City Council & Council Committee Reports

- i. Finance Committee – Councilmember Starr shared that the committee reviewed the status of the 2022 budget and discussed creating policies to workshop at council meetings. Also discussed the city’s number of public records requests, the costs associated with them and ways to minimize those costs.
- ii. Public Safety Committee – Chief Rohrbach shared that firefighters were out in the neighborhood tonight with Santa. Shared about volunteer association and informed council and the public that they can contact FD3 to help connect community members with appropriate organizations for assistance. Gave update on city EMS calls.
- iii. Public Works – Director Scott Duncan shared information regarding snow removal efforts in the city. Last week the maintenance crew was focused on storm drains. Snow removal crews are currently working on street widening and residential areas. Prepping for new snow and the warmup next week.

Steve Cooper WWTP Director – gave update on solar array project. A second grant has been submitted for approval with an expected approval by end of January 2023. Grant amount is \$185,000. Shared that they expect to get the grant and break ground in late March with completion by September of 2023.

1. Mayor Cooper shared that the project will pay for itself in about 5 years, saving the city approximately \$11,000 per year.

### B. Council Comments

- i. Councilmember Pritchard – Shared that they did the quarterly walk and water sampling around Medical Lake today with Steve Cooper, Sonny Weathers and some community members, including some out-of-town visitors.
- ii. Councilmember Starr – Shared that she was excited about Santa going through town, and that she records it and sends to her family in Texas. Asked about council workshops for next year as she is trying to plan her work schedule.
- iii. Councilmember Kulibert – reported that the Zoom system is working well tonight.
- iv. Councilmember Kennedy – attended regular board meeting of STA last week. The primary agenda was electing a new chair. Reported that ridership was up 26% ytd on regular buses.
- v. Councilmember Olmstead – Wished council, staff, and citizens a Merry Christmas. Shared that she will be moving out of city limits and will resign council seat at the first of the year. Shared that it was a joy to be on the council. Encouraged public to get involved in local government. Mayor Cooper thanked her for her service to the city and council.

1. Mayor Cooper shared process for applying for the open council seat.

- C. Mayor Cooper – Shared her thoughts about 2022. Shared her pride in staff for obtaining 3.6 million in grant funding. Thanked staff for hard work on union contract and budget. Discussed that council appointments to outside committees needed for 2023. Shared that the focus of the upcoming year will be on internal policies and procedures.

### D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator

1. Mr. Weathers gave an update on the Planning Commission meeting from last week and shared that the Critical Areas Ordinance (CAO) will be coming before council soon with a presentation from the City Planner.
2. Shared that he and Mayor Cooper recently had a very positive meeting with new Spokane County Sheriff-elect Nowels.
3. Thanked Re-Imagine Medical Lake for the appreciation lunch they provided for city staff.
4. Shared that the Building/Planning/Code Enforcement office will be closed between Christmas and New Year's.
5. Gave input on the excessive number of public records requests coming into City Hall. Shared that draft ordinances will be brought before council to determine a reasonable amount of time staff can spend on such requests.
6. Shared that he brought his family out to Winter Fest and enjoyed seeing community out together.

ii. 2022 Current Budget Status – Koss Ronholt, Finance Director

1. Gave presentation on the status of remaining 2022 budget: revenues and expenditures.
2. Updated on the city's move to STCU for banking services.
3. Updated on Master's Touch billing services. New billing format and services, including credit card payments, will begin in January 2023.

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

**7. ACTION ITEMS**

A. Consent Agenda

- i. Approve **December 6, 2022**, minutes
  1. Motion to approve made by councilmember Kennedy, seconded by councilmember Starr, motion carried 5-0.
- ii. Approve **December 20, 2022**, Claim Warrants **41970** through **42014** in the amount of **\$180,030.54**, Payroll Claim Warrants **41962** through **41969**, and Payroll Payable Warrants **20176** through **20180** in the amount of **\$124,161.09**.
  1. Finance committee reviewed warrants and recommended approval.
  2. Motion to approve all warrants made by councilmember Starr, seconded by councilmember Kennedy, carried 5-0.

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

**9. RESOLUTIONS**

A. Resolution 22-558 Authorizing Credit Card Users

- i. Motion to approve made by councilmember Kennedy, seconded by councilmember Olmstead, motion carried 5-0.

- B. Resolution 22-559 Forte Payment Processing Agreement
  - i. Councilmember Kennedy point out that on page 5, section 12 of the agreement, a pricing schedule is referenced as being attached but is not.
  - ii. Mayor Cooper suggested council could approve the Resolution with the wording in question struck through.
  - iii. Motion to approve with strike-thru on page 5 section 12 “pricing schedule attached hereto” made by councilmember Pritchard, seconded by councilmember Starr, motion carried 5-0.
  
- C. Resolution 22-561 Approve Updated Code Enforcement Officer Job Description
  - i. Motion to approve made by councilmember Pritchard, seconded by councilmember Starr, motion carried 4-1 with councilmember Kennedy voting nay.
  
- D. Resolution 22-562 Contract for City Legal Services
  - i. Motion to approve made by councilmember Kennedy, seconded by councilmember Olmstead, motion carried 5-0.

**10. ORDINANCES**

- A. Second Read Ordinance 1105 2023 Final Budget
  - i. Mr. Ronholt gave presentation on balanced budgets
    - 1. Mayor Cooper shared some comments and discussion was held. Mayor Cooper thanked Mr. Ronholt for all his hard work on the budget.
  - ii. Legal counsel read ordinance for the record.
  - iii. Motion to approve made by councilmember Starr, seconded by councilmember Pritchard, motion carried 4-1 with councilmember Kennedy voting nay.
  
- B. First and Second Read Ordinance 1107 Budget Amendment Garbage Fund
  - i. Point of order made by legal counsel, Sean King, that a motion to waive second read of the ordinance is needed for the record.
  - ii. Motion to waive second read and conduct first and second read of ordinance now made by councilmember Kennedy, seconded by councilmember Kulibert, motion carried 5-0.
  - iii. Councilmember Kennedy read ordinance into record.
  - iv. Councilmember Kennedy asked for clarification from Mr. Ronholt regarding need for amendment. Koss explained and there was no further discussion.
  - v. Motion to approve made by councilmember Kennedy, seconded by councilmember Starr, motion carried 5-0.

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

**12. UPCOMING AGENDA ITEMS**

- A. Workshops on ordinance regarding Public Records requests, garbage fund discussion, CAO discussion with presentation by City Planner.
- B. Individual yard waste bins
- C. Shoreline/swales

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

- A. None

14. EXECUTIVE SESSION – None

15. CONCLUSION

- A. Motion to conclude meeting made by councilmember Pritchard, seconded by councilmember Starr.  
Motion carried 5-0 and meeting concluded at 7:54 pm.



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Terri Cooper, Mayor



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Koss Ronholt, Finance Director/City Clerk