



**CITY COUNCIL MEETING AGENDA  
TUESDAY, JULY 5, 2022  
HELD REMOTELY & IN PERSON AT CITY HALL  
124 S. LEFEVRE ST.**

**Under Governor Inslee’s “Washington Ready” plan, members of the public may attend Medical Lake City Council meetings in person at City Hall at the address provided above, or via Zoom at the link listed below. Members of the public will be allowed to comment in person or via Zoom as described on the last page of this agenda.**

- Sign up to provide Public Comment at the meeting via calling in
- Submit Written Public Comment Before 4 pm on (July 5, 2022) - \*SEE NOTE\*
- Join the Zoom Meeting –  
<https://us06web.zoom.us/j/85280639348?pwd=aFpxbHVYSDJ3dVp3WIM3VzIQNXIHQT09>

Meeting ID: 852 8063 9348

Passcode: 612327

One tap mobile

+12532158782,,85280639348#,,,,\*612327# US (Tacoma)

+13462487799,,85280639348#,,,,\*612327# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 720 707 2699 US (Denver)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

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**WRITTEN PUBLIC COMMENTS**

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

**REGULAR SESSION – 6:30 PM**

- 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
    - i. Request to film City Hall facility – Katy Allen
- 6. WORKSHOP DISCUSSION**
  - A. ARPA Grant and Fund Distribution – Koss Ronholt
- 7. GENERAL BUSINESS**
  - A. Consent Agenda
    - i. Approve the June 21, 2022, Minutes
    - ii. Approve **July 5, 2022**, Vouchers **41441** through **41473** in the amount of **\$246,752.69**.
  - B. Action Items
    - i. Approval of ARPA Funding Distribution
- 8. PUBLIC HEARING / APPEALS – No items listed**
- 9. RESOLUTIONS**
  - A. Resolution 22-541 Authorizing the Mayor to execute a proposal from EVCO Sound to provide audio-visual upgrades to City Council chambers
- 10. ORDINANCES**
  - A. First reading Ordinance 1099 Budget Amendment
  - B. Second reading Ordinance 1070 Regulating Business Licenses
- 11. EMERGENCY ORDINANCES – No items listed**
- 12. UPCOMING AGENDA ITEMS**
- 13. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 14. EXECUTIVE SESSION – No items listed**
- 15. CONCLUSION**

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

6:30 PM  
June 21, 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**

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

**Administration/Staff**

Terri Cooper, Mayor  
Katy Allen, Interim-Deputy  
City Administrator  
Koss Ronholt, Finance Director  
Scott Duncan, PW Director  
Steve Cooper, WWTP Director  
Roxanne Wright, Admin. Asst.  
Laura McAloon, City Attorney  
(attended virtually)

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

- A. Mayor Cooper called the meeting to order at 6:30 pm and led the Pledge of Allegiance
- B. Absence(s): None

**2. AGENDA APPROVAL**

- A. No changes or additions – Approved (7-0)

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

- A. Gerri Johnson with Re-Imagine Medical Lake – Thank you to the city and presentation of a gift. Gave review of recent Founder’s Day.
  - i. Mayor Cooper thanked Mrs. Johnson and Re-Imagine Medical Lake for all their work for a successful Founder’s Day.

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

**5. REPORTS**

- A. City Council & Council Committee Reports
  - i. Public Safety Committee – Councilmember Kulibert discussed crime reports and noted that the undersheriff was present at the meeting. Information has been requested to better understand reported incidents. Crime appears to be trending downward in Medical Lake.
  - ii. Public Works Committee – Councilmember Maxwell shared that the Hallett sidewalk project is wrapping up, per Public Works Director, Scott Duncan. Also shared that the projects on Barker Road, Lefevre, and Stanley will begin in approximately one year.

- iii. Finance Committee – Councilmember Starr shared that ARPA and new technology items were discussed. Further information will be given later in tonight’s meeting.

B. Council Comments

- i. Councilmember Pritchard met with Housing Authority again. Noted that there is still substantial money available. Commented that Founder’s Day was amazing. Asked that it be noted that he witnessed city staff member, Missy Eaker, mowing a citizen’s lawn for them.
- ii. Councilmember Starr – also noted that Founder’s Day was amazing this year. Shared that she volunteered with the Triathlon and was impressed with how it was run. Also noted how impressed she was with the Trailblazer bench across from Coney Island.
- iii. Councilmember Kulibert – Enjoyed Founder’s Day. Shared that he handed out hollyhock seeds to vendors and citizens.
- iv. Councilmember Kennedy – Shared that he attended the STA board meeting last week. Shared that ridership is up, the “kids ride free” program, and progress on the city line.
  - 1. Mayor Cooper suggested raising the issue of how many trips to Medical Lake are available through STA. Possibility of an increase due to rising fuel costs.
- v. Councilmember Maxwell – Was unable to attend Founder’s Day but shared that he has heard many great things about it. Shared that he will look into getting the 3-on-3 basketball tournament back for next year.
- vi. Councilmember Olmstead – shared that she also had a wonderful time at Founder’s Day and noted that there were many more vendors this year. Also shared that she enjoyed the council retreat and the opportunity to know the other council members better.

C. Mayor

- i. Thanked the council for attending last week’s retreat. Shared that the City Administrator position is still open with interviews next week. Shared that they are looking into a limited commission for the code enforcement officer which will offer more efficiency for that role.

D. City Administrator & City Staff

- i. Katy Allen, Interim Deputy City Administrator – Council Retreat update. See attachment A.
  - 1. DSHS Land Lease Terms
    - a. Referenced RCW 71a.20.170 re: fair market value. See attachment B for the full text of said RCW.
  - 2. PTERA wi-fi service is running at City Hall.
  - 3. Shared that the Planning Commission meeting was moved from June 23<sup>rd</sup> to June 30<sup>th</sup>.
  - 4. Gave an update on City Administrator recruitment – received 5 applications and will do a screening review next week. Once applicants have been narrowed down, the council will be included.
  - 5. Shared that the new City Planner, Elisa Rodriguez, started Monday, June 20<sup>th</sup>, and was unable to attend tonight’s meeting due to a pre-scheduled obligation but will attend future meetings.

- ii. Public Works – Scott Duncan
  - 1. Shared that the city was awarded the SRTC Grant in the amount of \$511,000 for handicap ramps on Lake Street between Lefevre and Prentis Streets. Explained that it is completely funded with no city matching required.
  - 2. Shared that we also received a grant for paving and sidewalk projects on Barker Road from Lefevre Street to Stanley Street.

## 6. WORKSHOP DISCUSSION

- A. ARPA Grant and Fund Distribution – Koss Ronholt – See Attachment C
  - i. Councilmember Starr – shared that the Finance Committee discussed the civic non-profits, and many questions arose as to how best to distribute these funds.
  - ii. Councilmember Kulibert shared a desire to see monies benefit Medical Lake specifically. Councilmember Olmstead also expressed this desire as well as a desire to have more time to discuss details and how to allocate funds.
  - iii. Council determined to delay the decision to a future council meeting with a workshop so everyone can have an opportunity for input.
    - 1. Motion to delay decision made by Councilmember Kulibert, seconded by Councilmember Starr. Motion carried (7-0).

## 7. GENERAL BUSINESS

- A. Consent Agenda
  - i. Approve the (June 7, 2022, and June 14, 2022, Special Meeting) Minutes
    - 1. Corrections to June 7, 2022, minutes
      - a. Section 5.a.iii should note this was a Public Works report
      - b. Citizen Shirley Maiké noted that minutes indicate Finance Director, Koss Ronholt as being present, when in fact he was not.
      - c. Citizen Lahníe Henderson noted that her name was misspelled in section 13.b.
      - d. Motion to approve June 7, 2022, minutes as amended made by Councilmember Kennedy, seconded by Councilmember Olmstead, motion carried (7-0).
    - 2. Corrections to June 14, 2022, minutes
      - a. Section B.i.1. should read “lease” not “ease” and the word “options” added.
      - b. Motion to approve minutes as amended made by Councilmember Maxwell, seconded by Councilmember Pritchard, motion carried (7-0).
  - ii. Approve June 21, 2022, Claim Warrants 41397 through 41439 in the amount of \$77,246.40.
    - 1. Councilmember Starr reported that the Finance Committee reviewed said warrants and approval recommended.
      - a. All approved (7-0)
- B. Action Items - none

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

**9. RESOLUTIONS – No items listed**

**10. ORDINANCES**

- A. First reading of Ordinance 1070 Regulating Business Licenses
  - i. Mayor Cooper opened for discussion and explained the change at the state level.
  - ii. Motion to approve first reading made by Councilmember Pritchard, seconded by Councilmember Kulibert. Motion carried (7-0)

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

**12. UPCOMING AGENDA ITEMS**

- A. Councilmember Kulibert would like further discussion on DSHS Land Lease options.
  - i. Mayor Cooper shared that they would be meeting again soon and that as soon as we hear from the state what our options are, will bring back to council for further discussion.
- B. Katy Allen – Interim Deputy City Administrator
  - i. 2<sup>nd</sup> read on Ordinance 1070 Regulating Business Licenses
  - ii. Administrative Fee Schedule Resolution
  - iii. ARPA Funding decision
  - iv. Budget Amendment – 1<sup>st</sup> Read Ordinance
  - v. EVCO – Contract to upgrade council chambers
  - vi. Land Lease Workshop for July 19, 2022
- C. Councilmember Starr would like to open a discussion about offroad vehicles within city limits. Mayor Cooper indicated the need to address public safety and compare with other cities before bringing the topic before the council. Possibly set for an agenda item at August 2, 2022, meeting.

**13. INTERESTED CITIZENS**

- A. Lahnne Henderson – noted the need for correction to the minutes of June 7, 2022, section 13.B. where her first name is misspelled. Expressed desire to see the number of citizens in attendance at council meetings noted in minutes.
  - i. Motion to approve additional corrections to June 7, 2022, minutes made by Councilmember Maxwell, seconded by Councilmember Olmstead, motion carried (7-0)
- B. Public Safety Update – Fire Chief Cody Rohrbach
  - i. Thanked the City and Gerri Johnson with Re-Imagine Medical Lake for their partnerships. Shared information regarding the upcoming EMS Levy on the August 2, 2022, ballot and requested assistance with communicating information to the public. Shared a handout with levy information.
    - 1. Mayor Cooper inquired if there had been citizen engagement during Founder’s Day. Chief Rohrbach shared that yes, there were good discussions had and they received positive feedback.
    - 2. Chief Rohrbach answered questions from Councilmembers Pritchard, Kulibert, and Harbolt.

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

**15. CONCLUSION**

- A. Motion to conclude meeting made by Councilmember Pritchard, seconded by Councilmember Olmstead. Motion carried (7-0) and meeting concluded at 7:49pm.

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk

DRAFT

**Council Meeting Minutes, June 21, 2022**  
**Attachment "A"**  
**Council Retreat Update**



# Medical Lake Retreat

## June 14, 2022

### Art Kulibert

- Stabilize Revenue Funds
  - Property Taxes
- RV Hook Ups
- 

### Dawn Olmstead

- Business Incentives
- Website Improvements
- Community Events and Engagement
  - Citizen Participation & Volunteer Opportunities
  - Senior Programs
  - Youth Programs
  - Activities

### Don Kennedy

- Sidewalks – Build and Maintain
- Electric Message Board
- Wildlife Control

### Heather Starr

- Business Forum
- Map of Medical Lake
- Wayfinding Signage
- Information Board and/or Kiosks
- New Employees @ WWTP – 2?
- Stanley NB – Left-hand turn @ 902
- Off Road Vehicles (ORV) – approved routes

## Chad Pritchard

- Summer Camps
- Library
- After School Programs
- Community Events and Activities
- Stormwater
- Parks Master Plan
- “Celebrate History of Medical Lake”
- Plan for 902 East of Craig Road

## Bob Marshall

- Downtown – more inviting
- Employee Appreciation
- Speed Tractor

## Tony Harbolt

- Waterfront Park
  - Improve experience
  - Food Trucks
  - Rentals
  - Public Safety and Security
- Block watch
- Block Parties – Plan and Promote meet your neighbors
- Radar speed reading @ City Entrance – Speed Trailors

## Terri Cooper

- WSDOT business loop signs at ML freeway exits
- Downtown beautification
- Expand/Improve Parks and Trails
- Attracting small business and outdoor rec users
- Improve Public Safety response times
- Explore Public Safety Service Delivery Option



# City Council and Mayor Priorities – 2022

- Budget
- Citizen Engagement
- Transportation
- Parks
- Public Safety
- Support for Local Business

**Council Meeting Minutes, June 21, 2022**  
**Attachment “B”**  
**RCW 71a.20.170 Text**

**RCW [71A.20.170](#)**

**Developmental disabilities community services account—Creation—Required deposits—Permitted withdrawals—Investment of funds.**

(1) The developmental disabilities community services account is created in the state treasury.

(2) The following revenues must be deposited in the account:

(a) All net proceeds from leases or sales of real property, conservation easements, and sales of timber, from the state properties at the Fircrest residential habilitation center, the Lakeland Village residential habilitation center, the Rainier school, and the Yakima Valley school. However, real property that is determined by the department of social and health services to be required for the operations of the residential habilitation centers is excluded from the real property that may be leased or sold for the benefit of the account. In addition, real property owned by the charitable, educational, penal, and reformatory institutions trust, and revenue therefrom, is excluded; and

(b) Any other moneys appropriated or transferred to the account by the legislature.

(3) Any sale, lease, or easement under this section must be at fair market value.

(4) Moneys in the account may be spent only after appropriation. Expenditures from the account shall be used exclusively for:

(a) Supports and services in a community setting to benefit eligible persons with intellectual and developmental disabilities; or

(b) Investment expenses of the state investment board.

(5) The department of social and health services must solicit recommendations from the Washington state developmental disabilities council regarding expenditure of moneys from the Dan Thompson memorial developmental disabilities community services account for supports and services in a community setting to benefit eligible persons with developmental disabilities.

(6) Expenditures from the account must supplement, and may not replace, supplant, or reduce current state expenditure levels for supports and services in the community setting for eligible persons with developmental disabilities.

(7)(a) The state investment board must invest moneys in the account. The state investment board has the full power to invest, reinvest, manage, contract, sell, or exchange investment money in the account. All investment and operating costs associated with the investment of money shall be paid under RCW [43.33A.160](#) and [43.84.160](#).

(b) All investments made by the state investment board shall be made with the degree of judgment and care required under RCW [43.33A.140](#) and the investment policy established by the state investment board.

(c) The state investment board shall routinely consult and communicate with the department of social and health services and the legislature on the investment policy, earnings of the account, and related needs of the account.

(8) The account shall be known as the Dan Thompson memorial developmental disabilities community services account.

[ [2020 c 250 § 1](#); [2011 1st sp.s. c 30 § 12](#); [2008 c 265 § 1](#); [2005 c 353 § 1](#). ]

**Council Meeting Minutes, June 21, 2022**  
**Attachment “C”**  
**ARPA Grant Presentation**

# ARPA Funding

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Civic Non-Profit Allocation Workshop

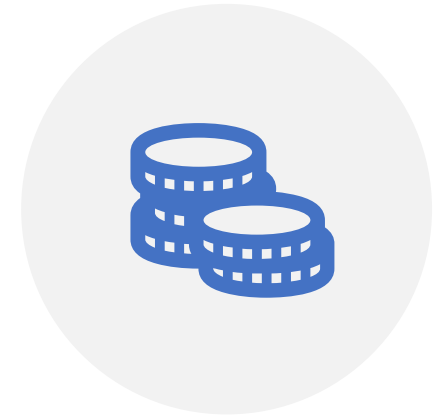
# Current Funding Status



**TOTAL AWARDED:**  
**\$1,386,248**



**TOTAL SPENT: \$203,931**



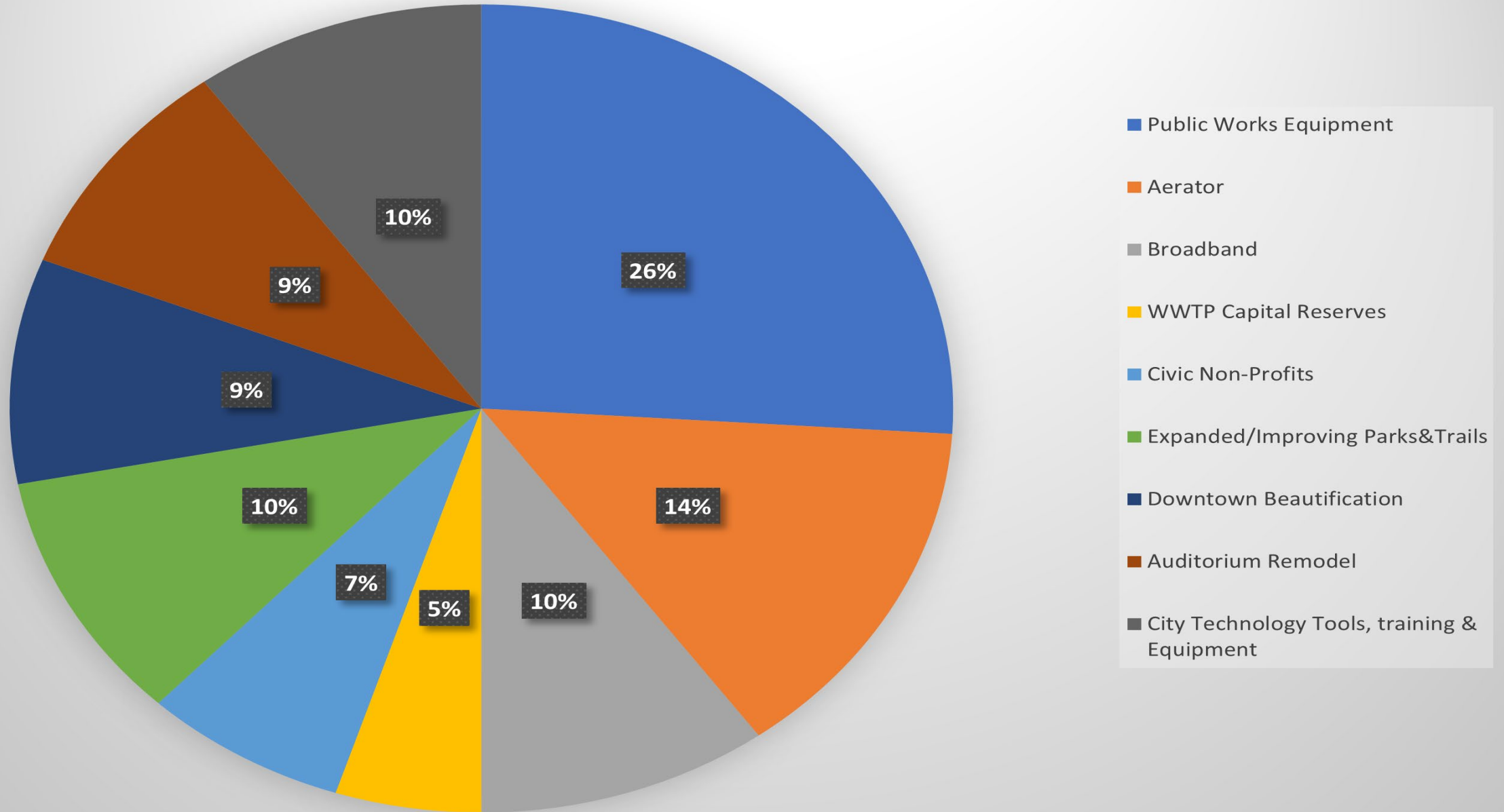
**UNALLOCATED FUNDS:**  
**\$1,182,316**



# Proposed Allocations

<b>Allocation Area</b>	<b>% of Total</b>	<b>Amount</b>
Public Works Equipment	26%	\$307,402
Aerators	14%	\$165,524
Broadband (Ptera, Inc)	10%	\$118,231
WWTP Capital Reserves	5%	\$59,115
Civic Non-Profits	7%	\$82,762
Expanded Parks & Trails	10%	\$118,231
Downtown Beautification	9%	\$106,408
Auditorium Remodel	9%	\$106,408
City Technology and Training	10%	\$118,231

# Allocation Percentages



# Public Works Equipment – 26% \$307,402

- Mini Excavator+Trailer \$87,402
- Sewer Rodder/Vactor \$150,000
- Loader \$50,000
- Street Sweeper\* \$20,000

\*Street Sweeper has been purchased for \$20,000, approval is requested for funding with ARPA funds

Aerators - 14%

\$165,524

- \$108,553 - Purchase of 2 used Aerators
- \$56,971 - Funds for install, maintenance and peripheral expenditures

Broadband (Ptera, Inc) – 10%      \$118,231

- \$100,000 – Grant funding to off-set costs of installation and construction of internet infrastructure.
- \$18,231 – Broadband reserves

WWTP Capital Reserves – 5%      \$59,115

\$59,115 – Reserves for future capital needs.

- UV Light System
- Fine Screen System

Expanded Parks & Trails - 10%    \$118,231

- \$118,231 Reserved for the improvement of City parks and trails

# Downtown Beautification – 9% \$106,408

- \$106,408 – Reserves for city beautification projects, including sidewalks, streets, lighting and landscape



Auditorium Remodel – 9% \$106,408

- \$106,408 – Reserves to convert Auditorium into an updated Community Center. Includes costs for planning and construction.

City Technology – 10%

\$118,231.67

### Possible Projects and Expenses

- Digital Records Database and Portal
- Project Accounting Software
- Council Chambers virtual capabilities and viewing screens
- Communication Hardware and Software
- Training courses on new technology

# Civic Non-Profits – 7%

\$82,762

Applications	*Previously Granted	Requesting	Decision
Kiwanis		\$ 2,300.00	
ML Community Outreach	\$ 135,520.77	\$ 50,000.00	
ML Food Bank	\$ 98,680.51	\$ 50,000.00	
Reimagine ML		\$ 20,000.00	
American Legion		\$ 2,000.00	
Blue Waters Bluegrass		\$ 105,000.00	
Dollars for Scholars		\$ 38,780.00	
St. John's Lutheran Church		\$ 25,000.00	
Total	\$ 234,201.28	\$ 293,080.00	\$

\*Figures includes amount granted with CARES and ARPA funds

Thanks!

RESOLUTION NO. 22-541

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, APPROVING A PROPOSAL FROM EVCO SOUND TO PROVIDE AUDIO/VISUAL UPGRADES TO CITY COUNCIL CHAMBERS, AUTHORIZING THE MAYOR TO EXECUTE THE PROPOSAL, AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, the City of Medical Lake, Spokane County, Washington (the “City”) is a duly incorporated and existing city by virtue of the Constitution and laws of the state of Washington; and

WHEREAS, the City Council of the City (the “Council”) has before it a proposal from EVCO Sound to provide audio/visual upgrades to Council Chambers (the “Proposal”); and

WHEREAS, the Council deems it appropriate to approve the Proposal and authorize the Mayor to execute the Proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

**Section 1. Approval of Proposal.** The Council hereby approves the Proposal in the form attached to this Resolution as Exhibit “A” and by this reference incorporated herein.

**Section 2. Authorization.** The Mayor is authorized and directed to execute the Proposal on behalf of the City in substantially the form attached as Exhibit “A.” The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Proposal authorized thereby.

**Section 3. Repealer.** All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 4. Severability.** If any section, sentence, clause, or phrase of this Resolution 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 Resolution.

**Section 5. Effective Date.** This Resolution shall become effective immediately upon its adoption.

PASSED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE,  
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 5TH DAY OF JULY 2022.

CITY OF MEDICAL LAKE:

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Terri Cooper, Mayor

ATTEST:

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Koss Ronholt, Finance Director/City Clerk

APPROVED AS TO FORM:

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Laura McAloon, City Attorney

**Exhibit "A"**  
**Copy of Proposal**



City of Medical Lake  
124 S. Lefevre St.  
P.O. Box 369  
Medical Lake, WA 99022-0369

City Hall: (509) 565-5000 Fax: (509) 565-5008

Parks & Recreation: (509) 565-5007

Police: (Crime Check) (509) 456-2233

June 23, 2022

To: City Council  
From: Katy Allen  
Subject: City of Medical Lake – Council Chambers AV Upgrades

In order to improve the quality of our public meetings (both in-person and remote attendance), we identified the need to explore Audio Visual integrated solutions with experienced vendors.

City staff contacted 3 vendors which included Huppin's, Hoffman's and EVCO. EVCO was the only vendor that responded to our request for an integrated AV solution estimate.

Attached is a copy of EVCO's proposal for \$11,639.76. This proposal includes two scopes of services:

Option 1	Existing Display reconfiguration	\$7,466.90
Option 5	Relocation of Headend	\$4,172.86

(See attached proposal overview)

EVCO has experience working with many Cities in their City Council Chambers on AV projects. At this time, the schedule is not confirmed, and we are aware of supply chain equipment delays. By awarding the contract at this time, we are able to get on a schedule and purchase the long lead items necessary to complete this project.

Mayor  
Terri Cooper

Administrator  
Katy Allen

Finance Director  
Koss Ronholt

Public Works Director  
Scott Duncan

Police  
County Sheriff

Fire & EMS  
SCFD3



Evco Integrated Solutions Proposal For:

# City of Medical Lake - Council Chambers AV Upgrades

CITY OF MEDICAL LAKE  
124 S LEFEVRE ST

MEDICAL LAKE, WA 99022



## Overview

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EVCO Sound is a recognized leader in providing integrated solutions in the Sound/Audio Visual and Life Safety industries. Our 50 years in business is testimony to our commitment to exceeding our customers' expectations. We take pride in the fact that our customers continue to do business with us year after year.

Our 50 plus staff members use their combined experience to design, build, install, program, train and service turnkey solutions. We integrate award-winning products and work closely with our strategic vendor partners to ensure that the solutions we bring to our customers are of the highest quality. We ensure that our team is trained on the latest products and applications.

EVCO Sound is a market leader due to the quality and commitment of our employees. We take great pride in hiring the best people. Our effort has yielded strong results as we have developed the best sales, service, and support team in Washington, Idaho and Montana.

Our team interacts with clients from concept to completion. You can trust EVCO Sound to provide the right solution to fit your needs. We carefully assess each client's specific needs and design solutions based on proven technologies. EVCO Sound offers solutions that provide a wide array of services such as: protecting people and property with our Life Safety Systems and ensuring personal enjoyment using our Sound and Audio Visual solutions in the Entertainment and Education industries.

## Project Overview

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### City of Medical Lake Council Chambers AV Upgrades

The following is Evco Integrated Solutions (E.I.S.) proposal to the City of Medical Lake for various Audio/Visual upgrades to their Council Chambers.

**Option 1 - Existing Display Reconfiguration** - With this option, an HDMI distribution amp and additional HDMI cabling will be provided to provide input to the owners existing displays. This will allow for the displays to all show the same content from the existing room PC. One display will be moved downstairs from the room above to the wall next to the City's Emblem. Additional mounting hardware will be provided to mount one display from the ceiling for the audiences viewing near the windows. The display currently viewed by the council will remain in place. A total of Qty. (3) displays will be visible from all angles of the room and display the same content at the end of this work.

**Option 5 - Relocation of Headend** - This option moves the mixing console, room PC, and all associated AV headend to a single location, next to the council chambers. This will allow for the City Clerk to have easier control over the meetings AV needs.

Evco Integrated Solutions Proposal For:

# City of Medical Lake - Council Chambers AV Upgrades

CITY OF MEDICAL LAKE  
124 S LEFEVRE ST

MEDICAL LAKE, WA 99022



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The following is Evco Integrated Solutions (E.I.S.) proposal to the City of Medical Lake for various Audio/Visual upgrades to their Council Chambers.

**Option 1 - Existing Display Reconfiguration** - With this option, an HDMI distribution amp and additional HDMI cabling will be provided to provide input to the owners existing displays. This will allow for the displays to all show the same content from the existing room PC. One display will be moved downstairs from the room above to the wall next to the City's Emblem. Additional mounting hardware will be provided to mount one display from the ceiling for the audiences viewing near the windows. The display currently viewed by the council will remain in place. A total of Qty. (3) displays will be visible from all angles of the room and display the same content at the end of this work.

**Option 5 - Relocation of Headend** - This option moves the mixing console, room PC, and all associated AV headend to a single location, next to the council chambers. This will allow for the City Clerk to have easier control over the meetings AV needs.

# Proposal Details

## City of Medical Lake - Council Chambers Option 1 - Statement of Work

### Engineering Technical Narrative

#### System Design Information:

The purpose of this quote is to outline the system changes while keeping the current client visual displays. Two of the displays will remain while one will be upgraded to be displayed from a ceiling mount. A Chief LCM1U will be applied with accompanying ceiling plate and mount pole. In addition to the new ceiling mount, an HDMI amplifier will be installed to allow for one input source to provide imagery to all displays. Cabling will be included for all associated inputs and outputs.

#### EVCO Integrated Proposal Inclusions:

- *Wire Pull.*
- *Device Trim.*
- *Programming and Testing.*
- *Training - Description and Duration*
- *Electrical Permits Required. Y*
- *Warranty Information.*

#### Proposal Exclusions (Owner or Others to provide):

- *Network cables, switches or Data related equipment.*
- *Furnish and install raceway, standard electrical boxes, fittings, etc.*
- *Provide 120vac power to equipment as required.*

#### EVCO Integrated Labor and Project Management Information:

- Proposal is based upon normal work hours between 7:00 AM to 5:00PM, Monday through Friday. Any work required outside these hours will require overtime charges.
- Proposal is based on site visits to complete 1 phase of work. If additional phases are added, additional trip charges and Labor will be added to the contract price.
- A two-week notice is needed to provide Technicians onsite.

#### EVCO Integrated Engineering Services Provided under Proposal:

- Submittal Shop Drawings: N
- Product Submittal BOM Documentation: N
- Equipment Brochure: Y
- Equipment/Material Provided by EVCO: Y
- As-Build Drawings: N
- O&M Documentation: N

## City of Medical Lake - Council Chambers Option 1 - Quote # 23505

Qty	Manufacturer	Part #	Description
			MATERIAL
			DISPLAY HARDWARE

# Proposal Details

## City of Medical Lake - Council Chambers Option 1 - Statement of Work

### Engineering Technical Narrative

#### System Design Information:

The purpose of this quote is to outline the system changes while keeping the current client visual displays. Two of the displays will remain while one will be upgraded to be displayed from a ceiling mount. A Chief LCM1U will be applied with accompanying ceiling plate and mount pole. In addition to the new ceiling mount, an HDMI amplifier will be installed to allow for one input source to provide imagery to all displays. Cabling will be included for all associated inputs and outputs.

#### EVCO Integrated Proposal Inclusions:

- *Wire Pull.*
- *Device Trim.*
- *Programming and Testing.*
- *Training - Description and Duration*
- *Electrical Permits Required. Y*
- *Warranty Information.*

#### Proposal Exclusions (Owner or Others to provide):

- *Network cables, switches or Data related equipment.*
- *Furnish and install raceway, standard electrical boxes, fittings, etc.*
- *Provide 120vac power to equipment as required.*

#### EVCO Integrated Labor and Project Management Information:

- Proposal is based upon normal work hours between 7:00 AM to 5:00PM, Monday through Friday. Any work required outside these hours will require overtime charges.
- Proposal is based on site visits to complete 1 phase of work. If additional phases are added, additional trip charges and Labor will be added to the contract price.
- A two-week notice is needed to provide Technicians onsite.

#### EVCO Integrated Engineering Services Provided under Proposal:

- Submittal Shop Drawings: N
- Product Submittal BOM Documentation: N
- Equipment Brochure: Y
- Equipment/Material Provided by EVCO: Y
- As-Build Drawings: N
- O&M Documentation: N

## City of Medical Lake - Council Chambers Option 1 - Quote # 23505

Qty	Manufacturer	Part #	Description
			MATERIAL
			DISPLAY HARDWARE



1.00	CHIEF	LTM1U	Micro-Adjust Tilt Wall Mount Large
1.00	CHIEF	CPA330	OFFSET CEILING PLATE CPA STYLE
1.00	CHIEF	CPA048	CPA COLUMN BLACK 48"
			DISPLAY ACCESSORIES
1.00	EXTRON	60-1481-01	Four Output HDMI Distribution Amplifier
			CABLE
3.00	CLEERLINE	SSF-48UHD-AOC-30m	SSF? 8K/UHD 48Gbps Active Optical HDMI 98.43ft / 30m
1.00	CLEERLINE	SSF-48UHD-AOC-05m	SSF? 8K/UHD 48Gbps Active Optical HDMI 16.40ft / 5m

LABOR & TRAVEL

Professional Services

<b>City of Medical Lake - Council Chambers</b>		<b>\$7,466.90</b>
<b>Option 1 Subtotal:</b>		

## City of Medical Lake - Council Chambers Option 5 - Statement of Work

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### Engineering Technical Narrative

#### System Design Information:

The purpose of this quote is to outline the associated costs with relocating the current mixer, cables, PC, and other related AV gear from the current location to the new location with proper cable concealment. The cables will be relocated above the ceiling and dropped through a different tile, where they will be led to the entrance of an FSR cable raceway. There it will leave the raceway and join the mixer, PC, and other AV equipment at the new location.

#### EVCO Integrated Proposal Inclusions:

- *Wire Pull.*
- *Device Trim.*
- *Programming and Testing.*
- *Training - Description and Duration*
- *Electrical Permits Required. Y*
- *Warranty Information.*

#### Proposal Exclusions (Owner or Others to provide):

- *Network cables, switches or Data related equipment.*
- *Furnish and install raceway, standard electrical boxes, fittings, etc.*
- *Provide 120vac power to equipment as required.*

#### EVCO Integrated Labor and Project Management Information:

- Proposal is based upon normal work hours between 7:00 AM to 5:00PM, Monday through Friday. Any work required outside these hours will require overtime charges.
- Proposal is based on site visits to complete 1 phase of work. If additional phases are added, additional trip charges and Labor will be added to the contract price.
- A two-week notice is needed to provide Technicians onsite.

#### EVCO Integrated Engineering Services Provided under Proposal:

- Submittal Shop Drawings: N
- Product Submittal BOM Documentation: N
- Equipment Brochure: N
- Equipment/Material Provided by EVCO: Y
- As-Build Drawings: N
- O&M Documentation: N

## City of Medical Lake - Council Chambers Option 5 - Quote # 23649

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Qty	Manufacturer	Part #	Description
			MATERIAL
			CABLE RACEWAY
1.00	FSR		*CUSTOM QUOTE* FSR RACEWAY QUOTE (18204,18222,18320,18206) DOES NOT INCLUDE FREIGHT
300.00	CONTINGENCY		FSR FREIGHT CONTINGENCY

LABOR & TRAVEL

Professional Services

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<b>City of Medical Lake - Council Chambers</b>	<b>\$4,172.86</b>
<b>Option 5 Subtotal:</b>	

## Terms and Condition

1. Customer will permit Evco to service the said system during normal business hours and will give Evco uninterrupted access to said location. Customer warrants that it has full authority from the owner and/or other officer of the premise to permit servicing and/or maintenance of the system under all conditions set forth herein. Customer has approved the locations of the systems control panels, computers, etc., as previously installed. All service will be provided as noted in this agreement as soon as reasonably possible after a request for service has been formally called into Evco's service department. Evco reserves the right to cancel this agreement at any time if it has been determined that others have performed service to the system during the term of this agreement without Evco being notified prior to such work being performed. Scheduled inspections shall be performed solely at the interval noted on either the complete system or on the portions(s) noted. Other service and parts and material necessary to keep the system in its normal operating conditions are not covered unless full maintenance repair has been selected. Evco reserves the right to inspect the said system at any time during this agreement. If the system to be covered was previously installed or serviced by others, Evco reserves the right to thoroughly inspect the system prior to the full execution of this agreement. If it is determined by Evco that the existing system does not meet Evco standards and/or manufacturer specifications, Customer agrees to be responsible for all costs (material and labor) associated with bringing the system up to said standards. Manufacturers, from time to time, release revisions of software to improve the functionality of computer-based systems. Evco will provide all firmware and software upgrades to Customer. Evco reserves the right to remotely access and service any micro-processor-based system. This will apply to Gamewell fire alarm systems only.

2. Customer Duties: Customer will instruct all other persons who may use the system of its proper use. If a problem in the system occurs, Customer will notify Evco immediately. Customer will obtain and keep in effect, at Customers expense, all permits or licenses that may be required for the installation and operation of the system. Customer will complete and give Evco a Customer information form which will include the name and telephone number of each person to contact in the event there is an emergency at said location, and all other information Evco requires. Customer will notify Evco of any changes in the information set forth on the Customer information form. Customer agrees that Evco may disclose the information on said form to any governmental agency having jurisdiction over the use and operation of the system. Customer is responsible for all costs and coordination concerning any local telephone service, if such service is required for operation of said system. reserves the right to charge an additional fee per service call if it is determined that the source of any problem encompasses a telephone jack, wiring, line transmission, etc. associated with the local telephone service as provided by others. This agreement does not cover malfunctions or difficulties caused or induced by inadequate surplus utility power, fluctuations in utility power or operation of other equipment on the same utility power line. It is the Customer's responsibility to regulate and filter any and all necessary power requirements and to supply and maintain a static free environment to ensure system integrity.

3. Suspension or Cancellation of Agreement Evco may cancel service for any reason whatsoever after giving thirty (30) days' notice that service is to cease. Customer understands that Evco, at its sole discretion, may stop or suspend monitoring and service if:

A. Strikes, severe weather or other such events beyond Evco's control affect the operation of the central station monitoring center or damage Customer's location to such an extent that, in Evco's discretion, continuing service would be impractical.

B. Evco is unable to provide service as a result of some action by any governmental authority.

C. Customer does not pay the service fee due to Evco, after Evco has given Customer ten (10) business days (written) notice that service will be canceled as a result of non-payment.

D. Customer allows someone other than Evco to perform service on said system.

4. System Changes: If Customer or any governmental agency or insurance interest desires a system change; Customer agrees to pay standard parts and labor charges for such changes. Customer agrees that they have chosen the installed system and understands that additional and/or different protection is available for a higher price. If new or additional equipment is added to the system subsequent to the commencement of this contract, a new monthly charge will be calculated to take into account the increased cost of servicing and maintaining the additional equipment.

5. Limitation of Liability: Customer understands that:

- a) Evco is not an insurer of Customer's property or the personal safety of persons at said location.
- b) Customer will provide any insurance on the said location and its contents.
- c) The amount Customer pays to Evco is based solely on the value of the system and service Evco provides and not on the value of the Customers location or its contents.
- d) Security systems, alarm systems and communication systems may not always operate properly for various reasons.
- e) it is difficult to determine how fast the police; fire department or others would respond to an alarm signal.
- f) It is difficult to determine what portion, if any, of any property loss, personal injury or death would be proximately caused by Evco's failure to perform, negligence, or a failure of the system. Therefore, Customer agrees that, even if a court decided that a failure of the system, Evco's negligence in servicing caused or allowed any harm of damage, whether property damage, personal injury or death to Customer's location, Evco's liability shall be limited to six (6) times the monthly service fee, and this shall be Customers only remedy, regardless of what legal theory is used to determine that Evco was liable for the injury or loss.

6. Limitation on Lawsuits: Waiver of Jury Trial. Both Evco and Customer agree that no law suit or any other legal proceeding connected with this agreement shall be brought or filed more than one year after an incident giving rise to the claim occurred. In addition, any such legal proceeding shall not be heard before a jury. Each party gives up any right to a jury trial. The parties further agree that this agreement is executed in Spokane County, Washington, and that venue shall be proper in Spokane County, Washington, should any portion of this agreement have to be legally enforced.

7. Entire Agreement. The entire and only agreement between Customer and Evco is written in this agreement. It replaces any earlier oral or written understanding or agreements. It may only be altered by a written rider signed by both parties. If Customer has given or ever given Evco a purchase order for the system or service which provides for different terms than this agreement, this agreement will govern and be controlling. If any provision of this agreement is found to be invalid or illegal by a court, the balance of the agreement shall remain in force. Customer agrees that this agreement is maintained in the State of Washington and shall be governed by the laws of Washington.

8. Force Majeure, Exclusions. Company shall not be responsible for delays, interruption or failure to render services due to causes beyond its control, including but not limited to material shortages, work stoppages, fires, civil disobedience or unrest, severe weather, fire or any other cause beyond the control of Company. This Agreement expressly excludes, without limitation, provision of fire watches; reloading of, upgrading, and maintaining computer software; making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises; vandalism; power failure; current fluctuation; failure due to non-Company installation; lightning, electrical storm, or other severe weather; water; accident; fire; acts of God; This Agreement does not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the Service Solution, the Agreement price does not include travel expenses.

9. Waiver of Subrogation. Customer does hereby for itself and all other parties claiming under it release and discharge Company from and against all hazards covered by Customer's insurance, it being expressly agreed and understood that

no insurance company or insurer will have any right of subrogation against Company.

10. Indemnity, Insurance. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, arising in any way from any act or omission of Customer or Company relating in any way to the Monitoring Services provided under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insured on Customer's general liability and auto liability policies.

## Warranty

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- One (1) year labor warranty based upon Date of Completion
- One (1) year materials warranty based upon date of Completion
- Any manufacturer warranty on parts that surpass Evco Sound & Electronics' warranty will be honored.
- All labor associated outside of warranty dates will be billed at Evco's published rates.

## Payment Terms

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### One-time Billing

Evco Sound will issue an invoice once the material has been shipped to the customer or if it is a small project has occurred. All payments are due net 30 from the invoice date.



# Proposal Summary

City of Medical Lake - Council Chambers Option 1 Total:	\$7,466.90
City of Medical Lake - Council Chambers Option 5 Total:	\$4,172.86
Taxes:	\$0.00
<b>Grand Total:</b>	<b>\$11,639.76</b>

CUSTOMER: **CITY OF MEDICAL LAKE**

**Evco Integrated Solutions**

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Turner Schultz

TITLE: \_\_\_\_\_

TITLE: Account Executive

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CITY OF MEDICAL LAKE ORDINANCE NO. 1099**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1092, §1 (2021) AND THE 2022 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

**WHEREAS**, the final budget of the City of Medical Lake for the year 2022 was approved and adopted December 7, 2021 by Ordinance 1092; and

**WHEREAS**, the City staff recommending to change the name of the “Sick Leave Buyback Fund” to the “Leave & Severance Fund” to more appropriately reflect the uses of the fund; and

**WHEREAS**, pursuant to Resolution 471, §7 (2001), the Leave & Severance Fund is designated as the fund to compensate employees in accordance with the personnel rules of the city; and

**WHEREAS**, further pursuant to Resolution 471, §7 (2001), the Leave & Severance Fund is designated as the fund to compensate employees in accordance with severance and contractual, post-employment payment to former employees; and

**WHEREAS**, a transfer from the Leave & Severance Fund to the General Fund has become necessary to pay leave payouts and contractual, post-employment payments to former employees; and

**WHEREAS**, a transfer from the Leave & Severance Fund to the Water/Sewer Fund has become necessary to pay leave payouts and contractual, post-employment payments to former employees.

NOW, THEREFORE, the City Council of the City of Medical Lake, Spokane County, Washington, hereby ordain as follows:

**Section 1:** Ordinance No. 1092, §1 (2021), is hereby amended (deleted items ~~stricken~~, added items double-underlined) to change the following fund name: ~~Sick Leave Buy Back Fund~~ Leave & Severance Fund.

**Section 2:** The following fund amounts are hereby amended for the year 2022:

<u>Fund #</u>	<u>Description</u>	<u>Revenue</u>	<u>Expenditure</u>
105	Leave & Severance Fund	\$ 186,731	\$ 125,000
001	General Fund	\$4,667,396	\$2,880,344
401	Water/Sewer Fund	\$2,784,150	\$1,983,807

**Section 3: Repealer.** All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 4: 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 5: Effective Date.** This ordinance shall be in full force and effect five (5) days after passage, approval and publication in accordance with law.

INTRODUCED THIS 5th day of July, 2022.

ADOPTED THIS 19th day of July, 2022.

CITY OF MEDICAL LAKE,  
WASHINGTON

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Terri Cooper, Mayor

ATTEST:

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Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

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Laura McAloon, City Attorney

**Summary of  
City of Medical Lake Ordinance No. 1099**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1092, §1 (2021) AND THE 2022 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

CITY OF MEDICAL LAKE

A summary of the principal provisions of Ordinance No. 1099 of the City of Medical Lake, Washington, adopted on July 19, 2022, is as follows:

**Section 1:** Changes the name of the “Sick Leave Buy Back Fund” to the “Leave & Severance Fund.”

**Section 2:** Amends the 2022 Budget to provide for a \$50,000 transfer from the Leave & Severance Fund to the General Fund and a \$50,000 transfer from the Leave & Severance Fund to the Water/Sewer Fund, each to pay leave payouts and contractual, post-employment payments to former employees.

**Section 3.** Repeals all other ordinances and resolutions or parts thereof in conflict with the ordinance.

**Section 4:** Provides that other sections, sentences, clauses, or phrases of the ordinance in the ordinance are not affected if one is made invalid.

**Section 5:** Provides for the effective date of the ordinance.

The full text of Ordinance No. 1099 will be mailed to any citizen without cost upon request from the City’s Clerk’s office.

CITY OF MEDICAL LAKE

## CITY OF MEDICAL LAKE ORDINANCE NO. 1070

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING TITLES 4 AND 17 OF THE MEDICAL LAKE MUNICIPAL CODE REGULATING BUSINESS LICENSES, AMENDING ORDINANCE NOS. 321, §1 (1965); 327, §4 (1966); 458, §2 (1975); 469, §4 (1976); 470, §3 (1976); 613, §1 (1983); 634, §2 (1984); 711, §§2, 3, 56, 7, 8, 11 and 12 (1990); 783, §3 (1994); and 924, §3 (2002), PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

**WHEREAS**, the City of Medical Lake, Spokane County, Washington (the “City”) is a duly incorporated and existing noncharter code city by virtue of the Constitution and laws of the state of Washington; and

**WHEREAS**, the State of Washington (the “State”) has enacted RCW 35.90.080 which requires a uniform process for licensing businesses across the State; and

**WHEREAS**, the City wishes to enroll in the Department of Revenue’s Business Licensing Service (“BLS”); and

**WHEREAS**, the Department of Revenue has reviewed the Medical Lake Municipal Code (“MLMC”) and indicated certain changes which will align the MLMC with BLS.

NOW, THEREFORE, the City Council of the City of Medical Lake, Spokane County, Washington, hereby ordain as follows:

**Section 1: Amendment to MLMC Section 4.01.010 and Ordinance No. 711, §2 (1990).** MLMC Section 4.01.010 – Purpose, and Ordinance No. 711, §2 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.010. Purpose. The purpose of this chapter is to provide a means for obtaining public information and compiling statistical information on existing and new businesses in the city to regulate and ~~insure~~ ensure the legal conduct of said businesses and to assist in the effective administration of the health, fire, building, zoning and other codes of the city.

**Section 2: Amendment to MLMC Section 4.01.020 and Ordinance No. 711, §3 (1990).** MLMC Section 4.01.020 – Definitions, and Ordinance No. 711, §3 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

### Section 4.01.020. Definitions.

For the purposes of this chapter:

(A) “Business” means professions, trades, occupations, shops and all and every kind of calling carried on for profit or livelihood.

(B) “Engaging in business” means:

(1) Commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business

when the liquidators thereof hold themselves out to the public as conducting such business.

(2) The following are examples of activities that constitute “engaging in business” in the city and are illustrative only and are not intended to narrow the definition of “engaging in business” in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the city shall be determined by considering all the facts and circumstances and applicable law.

(3) Without being all inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker, or another acting on its behalf constitutes “engaging in business” and requires a person to register and obtain a business license.

(a) Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.

(b) Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the city.

(c) Soliciting sales.

(d) Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.

(e) Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.

(f) Installing, constructing, or supervising installation or construction of, real or tangible personal property.

(g) Soliciting, negotiating, or approving franchise, license, or other similar agreements.

(h) Collecting current or delinquent accounts.

(i) Picking up and transporting tangible personal property, solid waste, construction debris, or ~~excavating~~excavated materials.

(j) Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system

services, surveying, and real estate services including the listing of homes and managing real property.

(k) Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, ~~professional coaches~~, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.

(l) Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.

(m) Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.

(n) Investigating, resolving, or otherwise assisting in resolving customer complaints.

(o) In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.

(p) Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

(4) If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license.

(a) Meeting with suppliers of goods and services as a customer.

(b) Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.

(c) Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.

(d) Renting tangible or intangible property as a customer when the property is not used in the city.

(e) Attending, but not participating in a “trade show” or “multiple vendor events”. Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.

(f) Conducting advertising through the mail.

(g) Soliciting sales by phone from a location outside the city.

(5) A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the city. Such activities do not include those in subsection (4).

(6) The city expressly intends that “engaging in business” includes any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

(C) “Itinerant vendor” means any person engaged in the temporary business of selling or delivering goods or services within the city from a fixed or temporary location.

(D) “Multi-level marketing and sponsoring” means those businesses such as Avon, Mary Kay cosmetic sales and Amway sales.

(E) “Peddler” means a person traveling from place to place offering, exposing for sale, or selling within the city any goods, merchandise, service, or product.

(F) “Person” means any individual, receiver, assignee, trustee in bankruptcy, ~~trust~~ trust, estate, firm, co-partnership, joint venture, club, company, joint-stock company, business trust, corporation, association, society or any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit or otherwise, including the United States, the state and any subdivisions or instrumentalities thereof.

(G) “Special events” means those activities as defined by council policy

(H) “Temporary business” means a person engaging in any business, other than the sales activities in “itinerant vendor” or “peddler” definitions, in the city with no permanent location.

(I) “Business Licensing Service” or “BLS” means the office within the Washington State Department of Revenue providing business licensing services to the City.



**Section 3: Amendment to MLMC Section 4.01.030 and Ordinance No. 711, §5 (1990).** MLMC Section 4.01.030 – License required, and Ordinance No. No. 711, §5 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.030. License required-Nontransferable.

(A) ~~From and after January 15, 1990, n~~No person shall may engage in business in the city until it has applied for and obtained from the city a business license from the city, for such calendar year or unexpired portion thereof as provided in this chapter.

(B) The license required by this chapter is not transferrable. Any person purchasing an ongoing business within the city shall must obtain a new business license for said business in accordance with this chapter. Each branch or separate location ~~shall be~~ is deemed a separate business for the purpose of this chapter and ~~shall~~ must be separately licensed, even if operated by the same person. If two or more persons each conduct separate and distinct businesses at the same premises, each such business must be separately licensed. Each distinct business ~~enterprise activity type~~ conducted on a the same premises ~~shall be~~ is deemed a separate business for the purpose of this chapter and ~~shall~~ must be separately licensed, when conducted by the same even person.

**Section 4. Amendment to MLMC Section 4.01.050 and Ordinance No. 711, §6 (1990).** MLMC Section 4.01.050 – Exemptions, and Ordinance No. 711, §6 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.050 - Exemptions. The provisions of this chapter shall not apply to the following:

(A) Nonprofit activities carried on by religious, charitable, benevolent, fraternal or social organizations, such as are noted as tax-exempt by the Internal Revenue Service under provisions of 26 USC § 501(c);

(B) Public utility companies required to be licensed under Chapter 4.20 MLMC;

(C) Farmers or gardeners selling their own unprocessed farm products raised or grown exclusively upon lands owned or occupied by them;

(D) Multi-level marketing and sponsoring, as defined in MLMC 4.01.020(D);

(E) Garage and yard sales conducted on residential premises;

(F) Businesses ~~where the sale or contract for services occurs~~ located only on business premises outside of the corporate limits of the city, ~~and the only event occurring within the city is the mere but providing~~ delivery of the goods or services to the customers or clients within the city;

(G) Any business which is owned and operated by a person under the age of eighteen years and which does not generate a net income of more than one thousand five hundred dollars per year;

(H) Any instrumentality of the United States, state of Washington, or any political subdivision thereof, with respect to the exercise of governmental functions;

(I) Individual vendors covered by a special events business license; the city reserves the right to coordinate or restrict placement of vendors when on public property.

**Section 5: Amendment to MLMC Section 4.01.060 and Ordinance No. 711, §7 (1990).** MLMC Section 4.01.060 – Procedure for obtaining licenses, and Ordinance No. 711, §7 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.060. - Procedure for obtaining license.

(A) ~~No license shall be issued or renewed except on written application made to the city clerk. Each application shall be signed by the person who intends to conduct, operate, or engage in the business for which the license is to be issued and shall state the nature of the business, its proposed address and telephone number, the names and addresses of all owners of the business or their registered agent and such other information as may be required by the city clerk.~~ Application for a business license is made by submitting a business license application to the Business Licensing Service. The application must include all information required for all licenses being requested. ~~A the nonrefundable city license application fee, in an amount to be set by council resolution, the total fee due for all other licenses requested, as well as the handling fee required by RCW 19.02.075 shall accompany the application. In the event that~~ If the city business license is granted, the application fee shall be credited toward as payment of the annual first year license fee.

(B) ~~If the applicant is a partnership, the application must be made and signed by one of the partners; if a corporation, by one of the officers thereof; if a foreign corporation, partnership or nonresident individual, by the resident agent or local manager of the corporation, partnership or individual.~~

~~(C)~~—The city clerk shall will forward ~~copies~~ information of all applications to appropriate city officials for their endorsements thereon as to compliance by the applicant with all city regulations under their jurisdiction. Based upon such endorsements and based upon the city clerk's investigation into all matters deemed necessary and appropriate, the city clerk shall approve or deny the license application within thirty days of the same being submitted.

~~(D)~~ Failure to comply with any of the provisions of this chapter shall be grounds for denial of the business license.

~~(E)~~ If the application is denied, the reason for denial shall be stated in writing. The applicant shall have a period of ten days after license denial to appeal

the same to the city council. Upon receiving such an appeal, the city council shall hold a public hearing to consider whether or not the license should be issued. The applicant shall be given not less than seven days' notice of the hearing. The decision of the city council shall be final, subject only to an appeal filed with the Spokane County Superior Court within fourteen days following the date of the city council decision.

(FE) Neither the filing of an application for a license nor the renewal thereof, nor any payment of any application or renewal fee, shall authorize a person to engage in or conduct a business until such license has been granted or renewed.

**Section 6: Amendment to MLMC Section 4.01.070 and Ordinance No. 711, §8 (1990).** MLMC Section 4.01.070 – Term of license, and Ordinance No. 711, §8 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.070 - Term of license-Proration.

All business licenses issued pursuant to the provisions of this chapter expire on the date established by the Business Licensing Service, and must be renewed on or before that date to continue to conduct business in the city. The term of the license and respective city licensee may be prorated as necessary to synchronize the license expiration date with the date established by the Business Licensing Service shall be valid until 31st of the year of issuance and all renewals thereafter shall be for a period of one calendar year commencing on January 1st of each year.

**Section 7: Amendment to MLMC Section 4.01.100 and Ordinance No. 711, §11 (1990).** MLMC Section 4.01.100 – Procedure for renewing licenses, and Ordinance No. 711, §11 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.100 - Procedure for renewing licenses-Late Renewal Penalty.

All business licenses issued pursuant to the provisions of this chapter ~~shall~~ must be renewed by ~~filing an application provided by the city clerk~~ submitting a renewal application to the Business Licensing Service. The renewal must include all information required to renew all licenses, and the total fees due for all licenses, as well as the handling fee required by RCW 19.02.075.

Failure to renew the city business license by the expiration date will incur the late renewal penalty required by RCW 19.02.085. Failure to renew the license within 120 days after expiration will result in the cancellation of the license and will require reapplication and reapproval for a license as provided for in the chapter in order to continue conducting business in the City. Failure to receive a renewal application shall not relieve the license holder of his obligation to timely renew the license.

**Section 8: Amendment to MLMC Section 4.01.110 and Ordinance No. 711, §12 (1990).** MLMC Section 4.01.110 License fees, and Ordinance No. 711, §12 (1990) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.01.110 – License fees.

~~(A) The business license fee ~~to be~~ is set by council in its annual fee-setting resolution, and shall be is due and payable ~~on or before January 1st of each calendar year and delinquent if not paid before March 1st~~ with the submission of an initial or annual renewal application.~~

~~(B) The council may, in its fee-setting resolution, provide that a license issued during last quarter shall be good for the following year.~~

~~(C) The council shall in its fee-setting resolution establish a late fee penalty amount to be assessed upon delinquency. This penalty shall be added to the licensing fee.~~

~~(D) The council may in its fee-setting resolution establish an administrative transfer fee for the re-issuance of the business license to any business which relocates to another address within the city.~~

**Section 9: Amendment to MLMC Section 4.02.020 and Ordinance No. 924, §3 (2002).** MLMC Section 4.02.020 – License required, and Ordinance No. 924, §3 (2002) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.02.020 - License required.

(a) It shall be unlawful for any person to conduct, maintain or operate an adult entertainment business unless such person is the holder of a valid and subsisting license from the city to do so, obtained in the manner provided in this chapter.

(b) It shall be unlawful for any entertainer, employee or manager to knowingly work in or about, or to knowingly perform any service or entertainment directly related to the operation of, an unlicensed adult entertainment business.

(c) It shall be unlawful for any entertainer to perform adult entertainment in an adult entertainment business unless such person is the holder of a valid and subsisting license from the city to do so, obtained in the manner provided in this chapter.

(d) It shall be unlawful for any manager to work in an adult entertainment business providing on-site adult entertainment unless such person is the holder of a valid and subsisting license from the city to do so, obtained in the manner provided in this chapter.

(e) Any violation of the provisions of this subsection shall constitute a misdemeanor as set forth in this chapter.

(f) The licenses required under this chapter are separate from and in addition to the business license required under Chapter 4.01 MLMC when the requirements of such business license are applicable.

**Section 10: Amendment to MLMC Section 4.04.010 and Ordinance Nos. 632, §2 (1984), 613, §1 (1983) and 321 §1 (1965).** MLMC Section 4.04.010 - License required, and Ordinance Nos. 634, §2 (1984), 613, §1 (1983) and 321 §1 (1965) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.04.010 - License required.

It is unlawful for any person, firm or corporation to permit dancing, live music or community singing in an establishment operated by him or it in which intoxicating or other spirituous liquors are sold or offered for sale without first securing a license therefor from the city clerk, the issuance of the license to be subject to the approval of the city administrator, and upon payment of the annual license fees established by the city council by resolution. The license required under this chapter is separate from and in addition to the business license required under Chapter 4.01 MLMC when the requirements of such business license are applicable.

**Section 11: Amendment to MLMC Section 4.08.030 and Ordinance No. 470, §3 (1976).** MLMC Section 4.08.030 – When sale and consumption prohibited, and Ordinance No. 470, §3 (1976) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.08.030 - When sale and consumption prohibited.

No retail licensee of the Washington State Liquor ~~Control~~ and Cannabis Board shall sell, deliver, offer for sale, serve or allow to be consumed upon licensed premises in any manner whatsoever at any time when the same is prohibited by the statutes of the state of Washington or by rule or regulation of the Washington State Liquor ~~Control~~ and Cannabis Board, or any revision thereof.

**Section 12: Amendment to MLMC Section 4.08.040 and Ordinance No. 470, §3 (1976).** MLMC Section 4.08.040 – Violation, and Ordinance No. 470, §3 (1976) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.08.040 - Violation.

Violation of any provision contained in this chapter or of the state statutes or rules and regulation of the State Liquor ~~Control~~ and Cannabis Board incorporated in this chapter, is a misdemeanor.

**Section 13: Amendment to MLMC Section 4.18.010 and Ordinance Nos. 469, §4 (1976) and 327, §4 (1966).** MLMC Section 4.18.010 – Permit required, and Ordinance Nos. 469, §4 (1976) and 327, §4 (1966) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.18.010 - Permit required.

Any person desiring to obtain a permit to do any act for which a permit from the city is required by the provisions of RCW Ch. 70.77 shall make written application for such permit to the city clerk. The permit required by this chapter is separate from

and in addition to a business license as may be required under Chapter 4.01 MLMC when the requirements of that chapter apply.

**Section 14: Amendment to MLMC Section 4.20.020 and Ordinance No. 458, §2 (1975).** MLMC Section 4.20.020 – License required, and Ordinance No. 458, §2 (1975) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 4.20.020 - License required.

~~After January 1, 1976, n~~No person, firm or corporation shall engage in or carry on any business, occupation, act or privilege for which a tax is imposed by this chapter without first having obtained, and being the holder of, a license to do so, to be known as an occupation license. Each such person, firm or corporation shall promptly apply to the clerk-treasurer for such license upon such forms as the clerk-treasurer for such license upon such forms as the clerk-treasurer prepares and provides, giving such information as the clerk-treasurer deems reasonably necessary to enable the clerk-treasurer to administer and enforce this chapter; and, upon acceptance of the application by clerk-treasurer, the clerk-treasurer shall thereupon issue the license to the applicant. The occupation license shall be personal and nontransferable and shall be valid as long as the license continues in said business and complies with this chapter. The license required by this chapter is in lieu of a business license as is otherwise required under Chapter 4.01 MLMC, as is provided for in MLMC 4.01.050 (B).

**Section 15: Amendment to MLMC Section 17.45.020 and Ordinance No. 783, §3 (1994).** MLMC Section 17.45.020 - Permit required, and Ordinance No. 783, §3 (1994) are each hereby amended to read as follows (deleted language ~~stricken~~; added language double-underlined):

Section 17.45.020 - Permit required.

It is unlawful for any person or individual, company, corporation or association or any other entity to engage in a home occupation as defined in Section 17.08.126 within the city limits without first having obtained a permit in compliance with the provisions of this chapter. The permit shall not be transferred, nor shall it be valid at any address other than the one appearing on the permit. The permit is in addition to the annual business license required under Chapter 4.01 MLMC.

**Section 16: Repealer.** All other ordinances and resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed, and shall have no further force or effect.

**Section 17: 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 18: Effective Date.** This ordinance shall be full force an effect five (5) days from and after passage, approval and publication.

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

PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

CITY OF MEDICAL LAKE,  
WASHINGTON

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**Summary of  
City of Medical Lake Ordinance No. 1070**

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING TITLES 4 AND 17 OF THE MEDICAL LAKE MUNICIPAL CODE REGULATING BUSINESS LICENSES, AMENDING ORDINANCE NOS. 321, §1 (1965); 327, §4 (1966); 458, §2 (1975); 469, §4 (1976); 470, §3 (1976); 613, §1 (1983); 634, §2 (1984); 711, §§2, 3, 56, 7, 8, 11 and 12 (1990); 783, §3 (1994); and 924, §3 (2002), PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

CITY OF MEDICAL LAKE

A summary of the principal provisions of Ordinance No. 1070 of the City of Medical Lake, Washington, adopted on \_\_\_\_\_, 2022, is as follows:

**Section 1:** Provides for amendments to MLMC Section 4.01.010 – Purpose, and Ordinance No. 711, §2 (1990).

**Section 2:** Provides for amendments to MLMC Section 4.01.020 – Definitions, and Ordinance No. 711, §3 (1990).

**Section 3:** Provides for amendments to MLMC Section 4.01.030 – License Required, and Ordinance No. 711, §5 (1990).

**Section 4:** Provides for amendments to MLMC Section 4.01.050 – Exemptions, and Ordinance No. 711, §6 (1990).

**Section 5:** Provides for amendments to MLMC Section 4.01.060 – Procedure for obtaining licenses, and Ordinance No. 711, §7 (1990).

**Section 6:** Provides for amendments to MLMC Section 4.01.070 – Term of license, and Ordinance No. 711, §8 (1990).

**Section 7:** Provides for amendments to MLMC Section 4.01.100 – Procedure for renewing licenses, and Ordinance No. 711, §11 (1990).

**Section 8:** Provides for amendments to MLMC Section 4.01.110 – License fees, and Ordinance No. 711, §12 (1990).

**Section 9:** Provides for amendments to MLMC Section 4.02.020 – License required, and Ordinance No. 924, §3 (2002).

**Section 10:** Provides for amendments to MLMC Section 4.04.010 – License required, and Ordinance Nos. 632, §2 (1984), 613, §1 (1983) and 321 §1 (1965).

**Section 11:** Provides for amendments to MLMC Section 4.08.030 – When sale and consumption prohibited, and Ordinance No. 470, §3 (1976).



**Section 12:** Provides for amendments to MLMC Section 4.08.040 – Violation, and Ordinance No. 470, §3 (1976).

**Section 13:** Provides for amendments to MLMC Section 4.18.010 – Permit required, and Ordinance Nos. 469, §4 (1976) and 327, §4 (1966).

**Section 14:** Provides for amendments to MLMC Section 4.20.020 – License required, and Ordinance No. 458, §2 (1975).

**Section 15:** Provides for amendments to MLMC Section 17.45.020 – Permit required, and Ordinance No. 783, §3 (1994).

**Section 16:** Repeals all other ordinances and resolutions or parts thereof in conflict with the ordinance.

**Section 17:** Provides that other sections, sentences, clauses, or phrases of the ordinance in the ordinance are not affected if one is made invalid.

**Section 18:** Provides for the effective date of the ordinance.

The full text of Ordinance No. 1070 will be mailed to any citizen without cost upon request from the City’s Clerk’s office.

CITY OF MEDICAL LAKE