

CITY OF MEDICAL LAKE
City Council Regular Meeting and Public Hearing

6:30 PM
December 5, 2023

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

Chad Pritchard
Keli Shaffer
Art Kulibert (via Zoom)
Bob Maxwell
Ted Olson
Tony Harbolt
Don Kennedy – Mayor Pro-Tem

Administration/Staff

Sonny Weathers, City Administrator
Koss Ronholt, Finance Director
Glen Horton, Parks & Recreation Director
Steve Cooper, WWTP Director
Scott Duncan, Public Works Director
Sean King, City Attorney
Roxanne Wright, Administrative Assistant

REGULAR SESSION – 6:30 PM

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

- A. Mayor Pro Tem Kennedy called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call. Councilmember Kulibert was present on Zoom. All other councilmembers were present in person. Mayor Cooper was not present, councilmember Kennedy served as mayor pro tem.

2. AGENDA APPROVAL

- A. Mayor pro tem Kennedy requested to switch the order of sections 9 and 10 to address the budget ordinance immediately following the public hearing on the matter. Motion to approve the change made by councilmember Olson, seconded by councilmember Pritchard, carried 7-0. Motion to approve agenda as amended made by councilmember Harbolt, seconded by councilmember Shaffer, carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Kathleen Morse, resident of Medical Lake – she is a new business owner and shared her support for the vacant building ordinance.
- B. Mayor pro tem Kennedy noted that comments were received via e-mail from Tammy Roberson, Medical Lake resident. All council members received the e-mail. See attachment A.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS – None listed.

5. REPORTS

- A. Council Comments
 - i. Councilmember Pritchard – no report
 - ii. Councilmember Shaffer – no report

- iii. Councilmember Maxwell – no report
- iv. Councilmember Olson - no report
- v. Councilmember Harbolt – gave Parks & Recreation Committee update. The new Christmas panel tree has still not been shipped. The company will give the city \$1387 off the original quote as a result. The Parks and Rec team will help with the winter festival on Saturday. The wrestling room at Medical Lake Middle school has been secured for karate classes beginning in January. Discussed a summer concert series and the meeting with Hero event support went well. Potential of four concerts in the summer of 2024. Looking into grant funding to purchase Waterfront Park.
- vi. Councilmember Kulibert – shared that the Finance Committee met and reviewed many items.
- vii. Mayor pro tem Kennedy – shared that he will attend a Spokane Transit Authority meeting on Wednesday, December 6, 2023.

B. Mayor – not present.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator– Shared about the many activities happening at Winter Fest on Saturday, December 9, 2023. Gave an update on the Gray Road Fire recovery efforts. Ten pre-applications were submitted for hazard mitigation grant funds. 14 million worth of requests with 13 million available. RV winterization done recently. Last community meeting of the year tomorrow night, Wednesday, December 6, 2023. The Transportation Improvement Board (TIB) has awarded the city \$740,000 for 2024 Transportation Improvement Program (TIP) projects.
- ii. Koss Ronholt, Finance Director – shared that the city hired one of the two open Administrative Clerk positions, Colton Raczkyowski. Entrance conference for audit available to council members. Asked that council members reply to the e-mail he will send if they are interested in participating in the conference.

6. WORKSHOPS

A. City Council Policies and Procedures

- i. Mr. Weathers gave an overview of current policies and procedures and the need for updates. Presented council with draft language for council review. Based on draft outline done at council retreat. See attachment B.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **November 21, 2023**, minutes.
 - 1. Motion to approve made by councilmember Olson, seconded by councilmember Shaffer, carried 7-0.
- ii. Approve **December 5, 2023**, Claim Warrants **50772** through **50806** in the amount of **\$42,716.97**.
 - 1. The Finance Committee reviewed and recommended approval. Motion to approve made by councilmember Kulibert seconded by councilmember Pritchard, carried 7-0.

B. Re*Imagine Medical Lake Winter Festival Fireworks Display Permit

- i. Mr. Weathers shared that FD3 had reviewed and approved the permit.
- ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Olson, carried 7-0.

8. PUBLIC HEARING – 2024 Final Budget

- A. Mayor pro tem Kennedy opened the public hearing at 6:54 pm.
- B. Mr. Ronholt shared that he was present for any questions and reviewed the public hearing and approval process. He also addressed changes to exhibits B and C for Ordinance 1120. See attachment C.
- C. Mayor pro tem Kennedy made three calls for public comment. There were none, so he closed the public hearing at 6:58 pm.

9. ORDINANCES

- A. First Read 1120 Final Budget
 - i. Legal counsel read onto the record.
 - ii. Motion to pass as amended (see 8B above) and move to second reading made by councilmember Pritchard, seconded by councilmember Olson, carried 7-0.

10. RESOLUTIONS

- A. 23-639 SLCGP Cyber Security Grant
 - i. Mr. Ronholt gave an overview.
 - ii. Motion to approve made by councilmember Shaffer, seconded by councilmember Maxwell, carried 7-0.

- B. 23-640 Mower Replacement
 - i. Glen Horton, Parks and Recreation Director gave an overview.
 - ii. Motion to approve made by councilmember Harbolt, seconded by councilmember Shaffer, carried 7-0.

- C. 23-643 Karate Instructor Agreement
 - i. Mr. Horton gave an overview.
 - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Harbolt, carried 7-0.

- D. 23-644 OPD Grant Agreement
 - i. Mr. Ronholt gave an overview.
 - ii. Motion to approve made by councilmember Shaffer, seconded by councilmember Maxwell, carried 7-0.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Councilmember Pritchard spoke as a citizen and congratulated Mayor Cooper for being selected as one of the Inland Northwest's Women of the Year.

15. CONCLUSION

- A. Motion to conclude the meeting at 7:09 pm made by councilmember Pritchard, seconded by councilmember Shaffer, carried 7-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

Roxanne Wright

From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Monday, December 4, 2023 3:22 PM
To: Sonny Weathers; Roxanne Wright; Elisa Rodriguez
Cc: Don Kennedy; Theodore Olson; Bob Maxwell; Tony Harbolt; Art Kulibert; Keli Shaffer; Chad Pritchard; Mayor Terri Cooper
Subject: Written Comments for City Council Meeting on 5 Dec 2023 *** Please Acknowledge Receipt ***
Attachments: Silt Fence - Mangis' Project (Brooks_N Martin Category II Wetland) UPDATE dated 29 Nov 2023.pdf; RE Martin St Lot.pdf; IMG_9152.jpg; IMG_9147.jpg; IMG_9148.jpg; IMG_9155.jpg; Brooks N Martin Wetland Status 4 Dec 2023.pdf

Good afternoon, Mr. Weathers,

Please acknowledge receipt. Please forward this to Mr. Lance Spears (future council member).

Please NOTE on the attached RE Martin St Lot email chain, the owner stated on 16 Nov 2023, "I wonder if I can put it off till spring, since there won't be any more activity on the property till that time?" (Knowing full aware he is still not in compliance with the City's final Notice of Application)...

The City Planner had responded back (on 17 Nov 2023 stating), "...it is important that it gets installed as soon as possible." As of today, the City Planner has not received any communications from the owner nor has the violations been fixed (see attached dated 4 Dec 2023).

It also looks like the owner has been in contact with a builder who is interested in purchasing the property and building a home on it. Both the owner and this builder will be setting an appointment with the City Planner after the holidays (as stated in the attached email).

Since the Brooks/N Martin Wetland is considered one Category II wetland with two property owners, I am now requesting to the City Planner please to be invited to this meeting when scheduled. I will touch basis later on with the City.

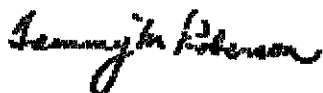
Per the instructions in the City Council's meeting agenda written public comments, here is the requested information:

1. Meeting Date: 5 Dec 2023
2. Tammy Roberson
3. ML City Resident
4. Interested Citizens: Audience Requests and Comments

As previously done in the past, requesting please that the attached pdf and jpg documents become part of the approved final Minutes official record posted online (**along with this email**).

Thank you for your time.

Warmest Regards,

A handwritten signature in black ink that reads "Tammy M. Roberson". The signature is written in a cursive style with a large, prominent initial 'T'.

Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)
Concerned ML Resident/Wetland Owner and Advocate

Subject: RE: Re[4]: Planning Commission Meeting 16 Nov 2023
From: "Elisa Rodriguez" <ERodriguez@medical-lake.org>
Sent: 12/04/2023 14:19:26
To: "Tammy Roberson" <tmroberson61@gmail.com>;
CC: "Roxanne Wright" <rwright@medical-lake.org>; "Sonny Weathers" <SWeathers@medical-lake.org>;

Tammy,

I have no further communications to forward to you.

Elisa Rodriguez
City Planner
Medical Lake
509-565-5019

From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Monday, December 4, 2023 1:26 PM
To: Elisa Rodriguez <ERodriguez@medical-lake.org>
Cc: Roxanne Wright <rwright@medical-lake.org>; Sonny Weathers <SWeathers@medical-lake.org>
Subject: Re[4]: Planning Commission Meeting 16 Nov 2023

Good afternoon.

Thank you for the email.

Has Mr Mangis responded back to your 17 Nov 2023 email yet? If so, please send me a copy of his response plus also your email if you have responded back to him.

Take care,
Tammy

----- Original Message -----

From "Elisa Rodriguez" <ERodriguez@medical-lake.org>
To "Tammy Roberson" <tmroberson61@gmail.com>
Cc "Roxanne Wright" <rwright@medical-lake.org>
Date 12/04/2023 11:54:36
Subject RE: Re[2]: Planning Commission Meeting 16 Nov 2023

Tammy,

I have attached my email response to Mr. Mangis, which includes his original email from November 16th.

Elisa Rodriguez
City Planner
Medical Lake
509-565-5019

From: Roxanne Wright <rwright@medical-lake.org>
Sent: Friday, December 1, 2023 8:23 AM
To: Elisa Rodriguez <ERodriguez@medical-lake.org>
Cc: Tammy Roberson <tmroberson61@gmail.com>
Subject: FW: Re[2]: Planning Commission Meeting 16 Nov 2023

Good morning, Elisa,

Please see the below e-mail from Ms. Roberson. I'll let you respond directly to her when you have a chance. Have a wonderful weekend!

Thanks!
Roxanne

From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Friday, December 1, 2023 5:58 AM
To: Roxanne Wright <rwright@medical-lake.org>
Cc: Sonny Weathers <SWeathers@medical-lake.org>
Subject: Re[2]: Planning Commission Meeting 16 Nov 2023

Good morning Roxanne,

I have not received the email that was sent on 16 Nov from Mr Mangis to the City Planner as of today. The City Planner has yet to respond as stated below and more than likely she is out of the office since this is Friday...

Please advise.

Thank you and take care,
Tammy

----- Original Message -----

From "Roxanne Wright" <rwright@medical-lake.org>
To "Tammy Roberson" <tmroberson61@gmail.com>
Cc "Koss Ronholt" <KRonholt@medical-lake.org>; "Elisa Rodriguez" <ERodriguez@medical-lake.org>
Date 11/21/2023 14:35:02
Subject RE: Planning Commission Meeting 16 Nov 2023

<https://youtu.be/DosqhY-jTk>

Hi Tammy,

Attached is the presentation and the link to YouTube. Mrs. Rodriguez is out of the office this week, so I am unable to get the e-mail from her. I have included her in this e-mail so she can respond upon her return.

Thank you and happy Thanksgiving to you as well.

Roxanne Wright
Executive Administrative Assistant
City of Medical Lake
(509) 565-5014

Schedule
Tues 8-4, Wed 8-4 remote, Thurs 8-4
1st and 3rd Tuesdays 12-8
4th Thursday 11:30-7:30



From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Thursday, November 16, 2023 10:11 PM
To: Roxanne Wright <rwright@medical-lake.org>; records <records@medical-lake.org>
Subject: Planning Commission Meeting 16 Nov 2023

Good morning Roxanne,

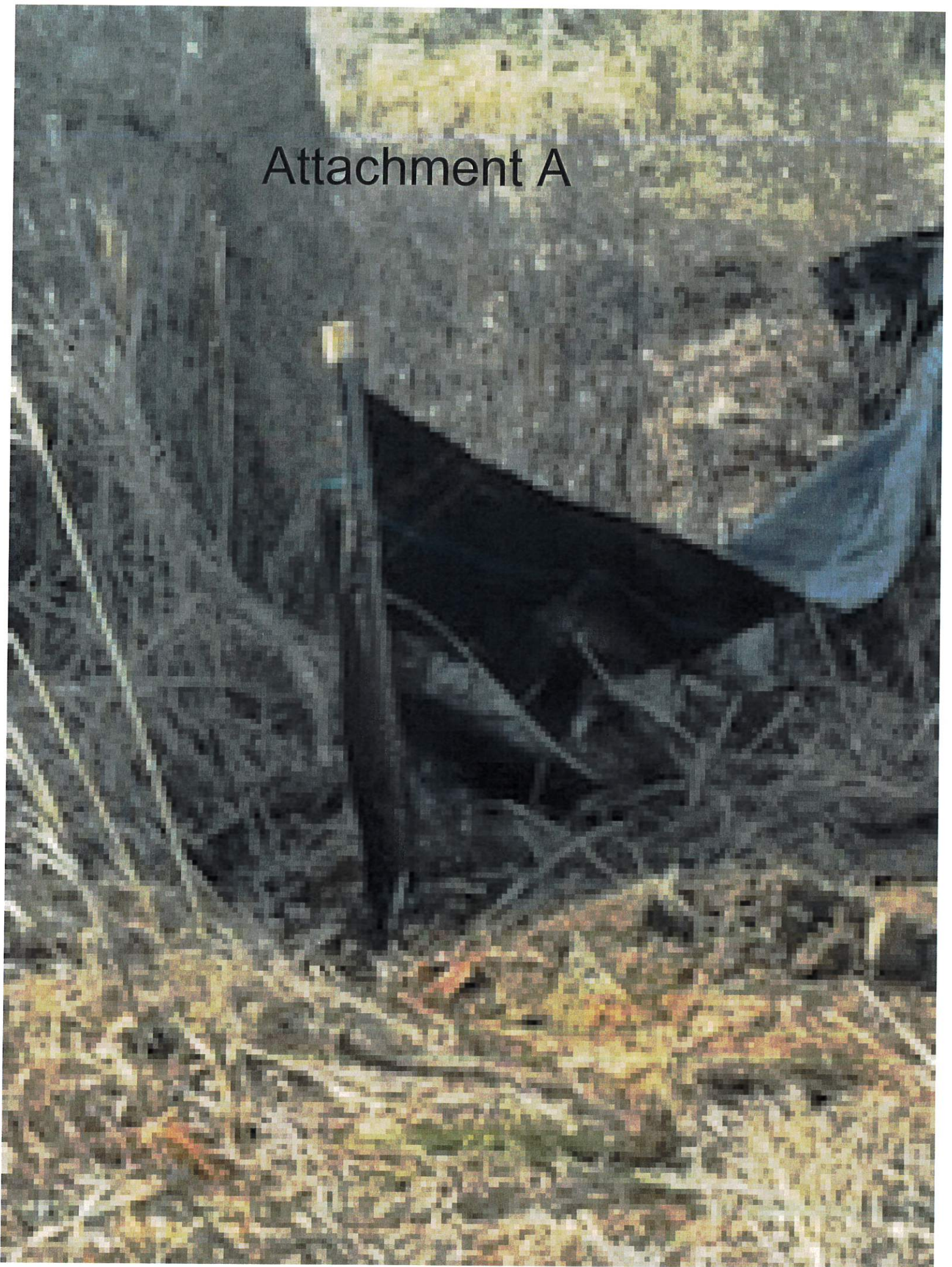
If possible, please email me Dr Pritchard's slides, the email that the City Planner stated she received from Mr Mangis today indicating he had trouble finding someone to fix the silt fencing, and the YouTube link for the Planning Commission (when it becomes available).

Will be sending you the PC documents soon.

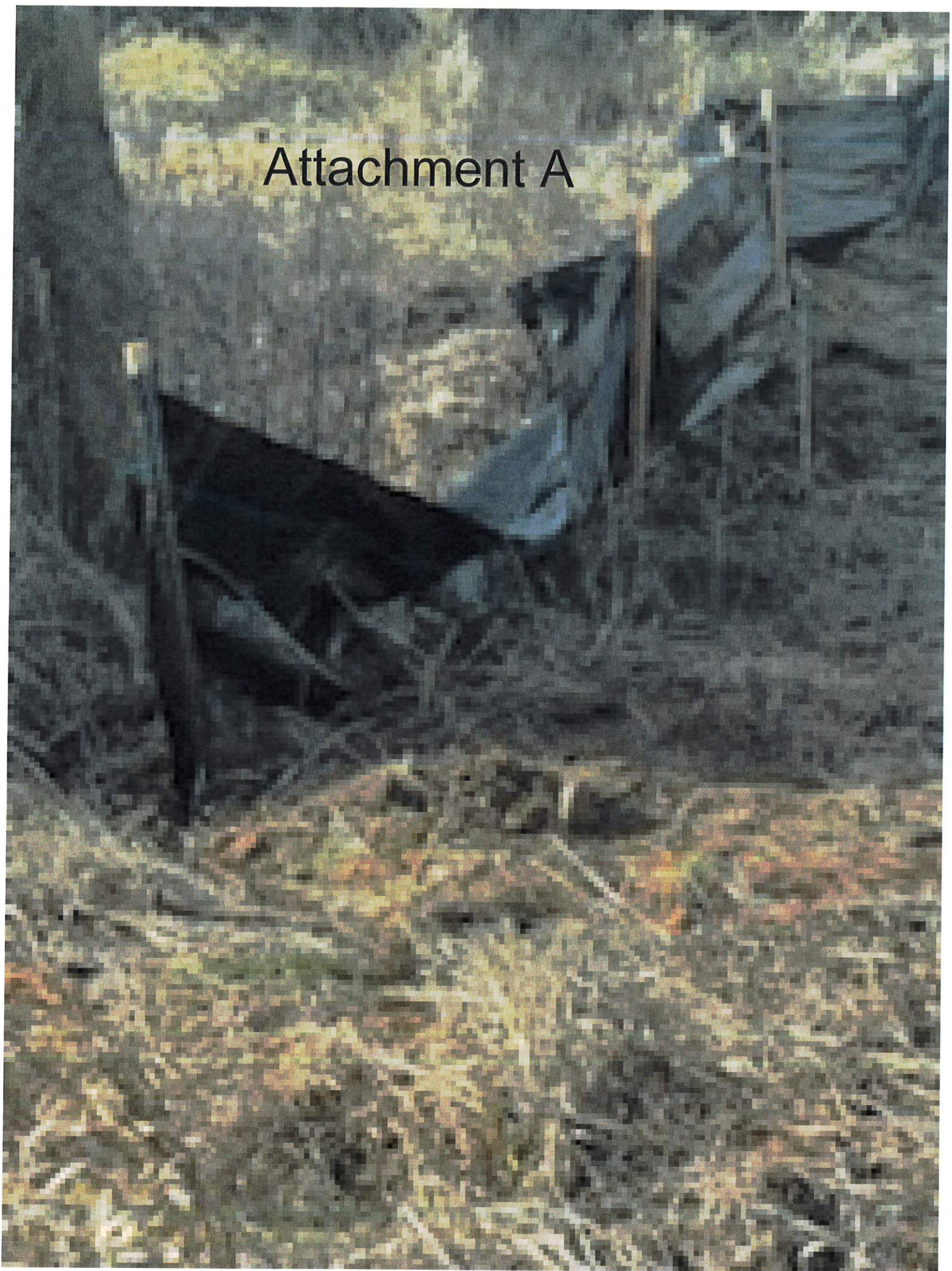
Hope you have a very blessed and happy Thanksgiving Day.

Thank you and take care,
Tammy

Attachment A



Attachment A



Attachment A



Attachment A



Subject: RE: Martin St lot
From: "Elisa Rodriguez" <ERodriguez@medical-lake.org>
Sent: 11/17/2023 11:55:53
To: "Kim Mangis" <k.mangis@yahoo.com>;

Mr. Mangis,

I understand that it may be difficult to find a contractor to install the fence, but it is important that it gets installed as soon as possible. It serves multiple purposes, and one is to prevent soil from being washed into the wetland. Right now, there is exposed soil at the site, therefore, there is the potential for rainwater or snow melt to carry soil towards the wetland.

I am happy to meet with the potential builder after the holidays.

I am out of the office next week, so if you have any immediate concerns, please call City Hall at 509-565-5000.

Enjoy Thanksgiving!

Elisa Rodriguez
City Planner
Medical Lake
509-565-5019

-----Original Message-----

From: Kim Mangis <k.mangis@yahoo.com>
Sent: Thursday, November 16, 2023 10:27 AM
To: Elisa Rodriguez <ERodriguez@medical-lake.org>
Subject: Martin St lot

Elisa,

I haven't had any luck with extending the silt fence on Martin St.
Everyone is so busy.

I wonder if I can put it off till spring, since there won't be any more activity on the property till that time?

I have been in contact with a builder I know and he is interested in purchasing the property and building a home on it. He would like to discuss, with you, the details of the agreement.

We were thinking of asking for an appointment after the holidays.

Subject: Fw[1]: Re: Silt Fence - Mangis' Project (Brooks/N Martin Category II Wetland) UPDATE

From: "Tammy Roberson" <tmroberson61@gmail.com>

Sent: 11/29/2023 15:33:57

To: "Don Kennedy" <dkennedy@medical-lake.org>; "tolson@medical-lake.org" <tolson@medical-lake.org>; "bmaxwell@medical-lake.org" <bmaxwell@medical-lake.org>; "tharbolt@medical-lake.org" <tharbolt@medical-lake.org>; "akulibert@medical-lake.org" <akulibert@medical-lake.org>; "kshaffer@medical-lake.org" <kshaffer@medical-lake.org>; "Chad Pritchard" <cpritchard@medical-lake.org>; "Roxanne Wright" <rwright@medical-lake.org>; "Mayor Terri Cooper" <tcooper@medical-lake.org>;

CC: "Mark Hudson" <mhudson@medical-lake.org>; "Carl Munson" <cmunson@medical-lake.org>; "Andie Mark" <amark@medical-lake.org>; "Judy Mayulianos" <jmayulianos@medical-lake.org>; "Marye Jorgenson" <mjorgenson@medical-lake.org>; "Sonny Weathers" <SWeathers@medical-lake.org>; "Elisa Rodriguez" <ERodriguez@medical-lake.org>;

Attachments: IMG_9152.jpg; IMG_9147.jpg; IMG_9148.jpg; IMG_9155.jpg

Good afternoon City Officials.

Hope you all had a blessed and wonderful Thanksgiving and a relaxing long holiday.

Please see attached photos and below. As of right now, the silt fencing has NOT been corrected and I have received no response back from the City either. We are on a short time leash here...

According to the weather folks, we are going to have bad weather starting on Friday and this silt fencing will not do its job.

Once again, the owner has done a sloppy job of installing the silt fence extension and has violated the City's Notice of Decision.

Thank you for your time.

Tammy

----- Forwarded Message -----

From "Tammy Roberson" <tmroberson61@gmail.com>
To "Elisa Rodriguez" <ERodriguez@medical-lake.org>

Cc "Sonny Weathers" <SWeathers@medical-lake.org>; "Roxanne Wright" <rwright@medical-lake.org>

Date 11/27/2023 16:20:25

Subject Re: Silt Fence - Mangis' Project (Brooks/N Martin Category II Wetland) UPDATE

Good afternoon (again).

After further pondering on this, it might be time for the City to hire a professional to do the job and bill the owner for it. Time has run out with snow predicted in a few days.

This way, it will also save the City monies in not having to have the City Planner go out and make sure it is done correctly over and over again... Just a thought since I do not imagine the City is getting paid to "babysit" this project and the owner was full aware of his responsibilities regarding this since it was being contested...

Thank you for your time and assistance.

Tammy

----- Original Message -----

From "Tammy Roberson" <tmroberson61@gmail.com>

To "Elisa Rodriguez" <ERodriguez@medical-lake.org>

Cc "Sonny Weathers" <SWeathers@medical-lake.org>; "Roxanne Wright" <rwright@medical-lake.org>

Date 11/27/2023 13:37:35

Subject Silt Fence - Mangis' Project (Brooks/N Martin Category II Wetland)

Good afternoon Ms Rodriguez,

I was wondering if you had a chance to check out the new silt fencing (extension) on the Mangis' project?

There are still a lot of issues with the installation of this new silt fence extension... Once again, it appears to have been done sloppy.

1. The stakes are on the wrong side - they should be on the downhill side (not the uphill side). Just compare it to the silt fencing that is already there.

2. It looks like the new and old sections were not joined correctly. It seems it was overlapped but not rolled as required. How was it joined?

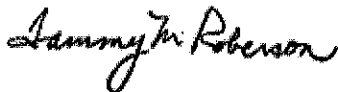
3. Was a trench dug for the new section? It does not appear to be so. Isn't the blue line showing in #9155 supposed to be in the ground?
4. New section of silt fence is not taunt, it is baggy. As one knows, gravity will bring it down.
5. Please confirm that the silt fencing has been extended enough towards the road to capture runoff.

I think it is time for the owner to hire a qualified professional to install this silt fence properly. He has had ample opportunities.

Please be advised that according to the weather folks, we are supposed to get snow on Friday and Saturday with rain on Sunday. This needs to be corrected before the bad weather arrives. Time is short here...

I am requesting to be kept updated on this issue please.

Thank you.



Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)
Concerned ML Resident/Wetland Owner and Advocate

Roxanne Wright

From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Friday, December 1, 2023 6:13 AM
To: Roxanne Wright
Cc: Sonny Weathers
Subject: Re: Fw: Electronic Copy of Comments Presented at City Council Meeting (21 Nov 2023) UPDATE

Follow Up Flag: Follow up
Due By: Saturday, December 2, 2023 8:00 AM
Flag Status: Flagged

Oops, I had forgotten to mention, please also include this email chain (along with your response) to be attached to the official City Council Minutes for 21 Nov 2023 (or 3 Dec 2023).

Thank you and take care,
Tammy

----- Original Message -----

From "Tammy Roberson" <tmroberson61@gmail.com>
To "Roxanne Wright" <rwright@medical-lake.org>
Cc "Sonny Weathers" <SWeathers@medical-lake.org>
Date 12/01/2023 05:49:21
Subject Fw: Electronic Copy of Comments Presented at City Council Meeting (21 Nov 2023)

Good morning Roxanne,

Hope you are enjoying the snow.

I noticed that this email was not included in the City Council's Agenda Packet for 3 Dec 2023 as requested below. Just wondering why it was not included since it dealt with what happened during the City Council Meeting on 21 Nov 2023.

Please advise.

Thank you and take care,
Tammy

----- Forwarded Message -----

From "Tammy Roberson" <tmroberson61@gmail.com>
To "Roxanne Wright" <rwright@medical-lake.org>

Cc "Sonny Weathers" <SWeathers@medical-lake.org>; "Mayor Terri Cooper" <tcooper@medical-lake.org>; "Don Kennedy" <dkennedy@medical-lake.org>; "tolson@medical-lake.org" <tolson@medical-lake.org>; "bmaxwell@medical-lake.org" <bmaxwell@medical-lake.org>; "tharbolt@medical-lake.org" <tharbolt@medical-lake.org>; "akulibert@medical-lake.org" <akulibert@medical-lake.org>; "kshaffer@medical-lake.org" <kshaffer@medical-lake.org>; "Chad Pritchard" <cpritchard@medical-lake.org>

Date 11/25/2023 07:38:58

Subject Electronic Copy of Comments Presented at City Council Meeting (21 Nov 2023)

Good Monday morning Ms. Roxanne and City Officials.

Here you go as promised - please see attached. Please also forward this to Lance Speirs (future councilmember).

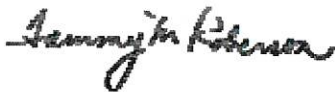
I really want to thank Councilmember Pritchard from the bottom of my heart for stating that since the owner of the proposed single family home on N Martin St (within the buffer of a Category II wetland) cannot get the silt fencing installed properly after two warnings from the City, the City should not approve the building permit (once he applies for one).

Please also include this email (text) with the attachment since the above and following statements actually dealt with what was said during the City Council meeting.

TO THE MAYOR: For the Mayor to be disrespectful and condescending to ANY resident/CITIZEN who is simply trying to understand is WRONG. BTW - The Mayor is not an attorney either; therefore her comment was off point.

Thank you for your time and assistance.

Respectfully,



Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)
Concerned ML Resident/Wetland Owner and Advocate

From: [Tammy Roberson](#)
To: [Roxanne Wright](#)
Subject: Re[2]: Electronic Copy of Comments Presented at City Council Meeting (21 Nov 2023)
Date: Saturday, December 2, 2023 7:59:36 AM
Attachments: [image002.png](#)
[image001.png](#)

Good Monday morning Roxanne,

Hope you had a nice and snowy weekend. Don't care too much for the cold or the snow; although, it is so very beautiful outside. God is always good.

No problem at all about the oversight - thank you for letting me know this. My thinking on this is - it's not really for the City Council members as you have stated they already received a copy, it is more for the residents to be able to look it up simply (without having to do a public records request). This is just my thinking and the angle I was coming from.

Please include the previous email and also this email chain to either 12/5 minutes or 11/21 City Council Minutes. Please give a copy of this particular email chain to City Council members.

Have a nice warm week.

Thank you and take care,
Tammy

----- Original Message -----

From "Roxanne Wright" <rwright@medical-lake.org>

To "Tammy Roberson" <tmroberson61@gmail.com>

Cc "Sonny Weathers" <SWeathers@medical-lake.org>

Date 12/01/2023 08:19:47

Subject RE: Electronic Copy of Comments Presented at City Council Meeting (21 Nov 2023)

Good morning, Tammy,

It was simply an oversight on my part. As you can see our agenda packet is quite large at 178 pages. I included all your attachments to the minutes, which is what was spoken at the meeting. Since you included all the council members in said e-mail, it's a bit redundant to also include that e-mail in the packet.

Minutes reflect what was said and acted upon in the meeting or comments received prior. If you'd like, I can add the e-mail to the 12/5 minutes as comments received prior to that meeting.

Thank you,
Roxanne

Roxanne Wright

Executive Administrative Assistant
City of Medical Lake
(509) 565-5014
Schedule
Tues 8-4, Wed 8-4 remote, Thurs 8-4
1st and 3rd Tuesdays 12-8
4th Thursday 11:30-7:30



From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Friday, December 1, 2023 5:49 AM
To: Roxanne Wright <rwright@medical-lake.org>
Cc: Sonny Weathers <SWeathers@medical-lake.org>
Subject: Fw: Electronic Copy of Comments Presented at City Council Meeting (21 Nov 2023)

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Hope you are enjoying the snow.

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Please advise.

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To "Roxanne Wright" <rwright@medical-lake.org>
Cc "Sonny Weathers" <SWeathers@medical-lake.org>; "Mayor Terri Cooper" <tcooper@medical-lake.org>; "Don Kennedy" <dkennedy@medical-lake.org>; "tolson@medical-lake.org" <tolson@medical-lake.org>; "bmaxwell@medical-lake.org" <bmaxwell@medical-lake.org>; "tharbolt@medical-lake.org" <tharbolt@medical-lake.org>; "akulibert@medical-lake.org" <akulibert@medical-lake.org>; "kshaffer@medical-lake.org" <kshaffer@medical-lake.org>; "Chad Pritchard" <cpritchard@medical-lake.org>

Date 11/25/2023 07:38:58

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(future councilmember).

I really want to thank Councilmember Pritchard from the bottom of my heart for stating that since the owner of the proposed single family home on N Martin St (within the buffer of a Category II wetland) cannot get the silt fencing installed properly after two warnings from the City, the City should not approve the building permit (once he applies for one).

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Thank you for your time and assistance.

Respectfully,

A handwritten signature in cursive script that reads "Tammy M. Roberson".

Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)
Concerned ML Resident/Wetland Owner and Advocate

DRAFT POLICIES AND PROCEDURES OUTLINE**1. General Rules****1.1. Meetings to be public:**

All official meetings of the Council shall be open to the public with the exception of executive sessions for certain limited topics (as defined in RCW 42.30) and closed sessions authorized by RCW 42.30.140. The journal of proceedings (minutes) shall be open to public inspection.

1.2. Quorum:

Four Councilmembers shall be in attendance to constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance will be named and they shall adjourn to a later time, but no adjournment shall be for a longer period than until the next regular meeting.

1.3. Attendance, excused absences:

RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three (3) consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Chair prior to the meeting and state the reason for the member's inability to attend the meeting. If the member is unable to contact the Chair, the member shall contact the City Clerk or City Administrator, who shall convey the message to the Chair. The Chair shall inform the Council of the member's absence, state the reason for such absence and inquire if there is a motion to excuse the member. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the recorder will make an appropriate notation in the minutes. If the motion is not passed, the recorder will note in the minutes that the absence is unexcused.

1.4. Remote attendance:

From time to time, it is not possible for a Councilmember to attend a City Council meeting in person. In limited instances, the City would benefit by a Councilmember's participation by means of remote communication. The Council recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and relatively infrequently used method for participation by Councilmembers. Remote attendance may occur as follows:

- (a) Notice shall be given to the City Clerk, who may approve a Councilmember's appearance at a Council meeting via remote communication in limited instances, including emergencies that require immediate action or remedy.
- (b) In no event shall the City Clerk approve a Councilmember's remote attendance unless satisfactory equipment is available. Satisfactory equipment shall mean any telephone or other device equipped with a speaker function capable of broadcasting the Councilmember's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Councilmember to pose and answer questions as posed from time to time. Remote participation requires a technical transmission check-in prior to the meeting.
- (c) The City Clerk cannot approve remote attendance if there is not a quorum of Councilmembers physically present at the meeting. If there is not a quorum physically present, the meeting will be cancelled.

- (d) During any meeting that a Councilmember is attending via remote communication, the mayor shall state for the record that a particular Councilmember is attending via remote communication and the reasons for such attendance.
- (e) Councilmembers attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
- (f) Councilmembers attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting and shall normally listen in a "mute" status until ready to individually speak.
- (g) In the case of executive sessions, the Council may permit participation from remote location(s) only when the Council on a case-by-case basis considers such participation to be necessary and the Council is confident in the security of such remote communications.

Remote participation by all Councilmembers may be allowed if required or authorized by state law or order of the Governor during any emergency.

1.5. Staff attendance:

The City Administrator shall attend all meetings of the City Council unless excused by the Mayor. The City Administrator may make recommendations to the City Council and shall have the right to take part in discussions of the Council within the limitations expressed in these procedures.

The City Attorney shall attend all meetings of the City Council unless excused by the Mayor. The City Attorney shall, upon request, give an opinion, either oral or written, on legal questions. The City Attorney is bound by a professional code of ethics and may require study time before an opinion is rendered. If necessary, items requiring an opinion may be put on the table. The City Attorney shall act as the Council's parliamentarian, unless Council appoints one of its members to fill that role.

The statutory positions of City Clerk and City Treasurer have been combined by ordinance and are filled by the Finance Director. The City Clerk or designee shall attend all regular and special City Council meetings to keep the minutes and perform other duties as may be needed for the orderly conduct of the meeting. The City Clerk may be excused from attendance by the City Administrator. If there is no City Clerk or designee to carry out the duties of the City Clerk, they will be performed by the City Administrator.

The Department Directors shall attend the City Council meetings unless excused by the City Administrator. The City Administrator may excuse a Department Director if no agenda items affecting that department are docketed.

Other City staff will be required to attend the Council meeting only upon request of the Mayor or City Administrator. Overtime provisions of the personnel rules and labor agreement will be in effect. Staff may be requested to attend for recognition and may attend of their own free will as long as they are not carrying out the duties of their position, and in such circumstances the overtime provisions of the personnel rules and labor agreement will not be in effect.

1.6. Meeting minutes:

A journal of all proceedings of the Council shall be kept by the City Clerk and shall be entered in a book constituting the official record of the Council.

1.7. Right of the floor:

Any member desiring to speak shall be recognized by the Chair and shall confine his/her remarks to one subject under consideration or to be considered.

1.8. Rules of order:

Robert's Rules of Order Newly Revised shall be the guideline procedures for the proceedings of the Council. If there is a conflict, these City Council Policies and Procedures shall apply.

1.9. Council communication and ballot endorsements:

(1) Any time Councilmembers communicate with the public, they shall include a disclaimer that they are speaking only for themselves and not speaking for any other member or the Council as a whole. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that the statements do not represent the Council's or City's position.

(2) The Council, as a whole, will not endorse those measures placed on a ballot for the vote of the people. Individual endorsement by Councilmembers shall only be made and stated as an individual citizen.

1.10. Violation of City Ordinances:

Councilmembers concerned with a violation of a city ordinance shall contact the Mayor or appropriate department head and explain the violation and its location. Councilmembers shall not act as an enforcement agent.

1.11. Rules of procedure review:

The City Clerk will schedule a workshop to review City Council Policies and Procedures during January of every year or at such time deemed necessary.

2. Types of Meetings**2.1. Regular council meetings:**

The Council shall meet on the first and third Tuesday of each month at 6:30 pm. When a Council meeting falls on a holiday, the Mayor may designate an alternate day for the meeting or cancel the meeting. The Council may reschedule regular meetings to a different date or time by motion. The location of the meetings shall be the Council Chambers at City Hall, unless specified otherwise by a majority vote of the Council. All regular and special meetings shall be public. (MLMC 2.04.040)

2.2. Special meetings:

Special meetings may be called by the Mayor or any three (3) members of the Council. The City Clerk shall prepare a notice of the special meeting stating the time, place, and business to be transacted. The City Clerk shall attempt to notify each member of the Council, either by telephone or otherwise, of the special meeting. The City Clerk shall give at least 24 hours' notice of the special meeting to each local newspaper of general circulation and to each local radio and/or television station which has filed with the Clerk a written request to be notified of special meetings. No subjects other than those specified in the notice shall be considered. The Council may not make final disposition on any matter not mentioned in the notice. Special meetings may be called in less than 24 hours, and without the notice required in this section, to deal with emergencies involving injury or damage to persons or property or the likelihood of such injury or damage if the notice requirements would be impractical or increase the likelihood of such injury or damage. (MLMC 2.04.030)

2.3. Off-site meetings:

The City Council may choose to hold meetings at another location. Such meetings may be held outside the jurisdiction. Meetings held at another location shall meet the public notice requirements of a special meeting.

2.4. Study sessions and workshops:

The Council may meet informally in study sessions and workshops (open to the public), at the call of the Mayor or of any three (3) or more members of the Council, to review forthcoming programs of the city, receive progress reports on current programs or projects, receive other similar information from City department heads or conduct procedures workshops, provided that all discussions and conclusions thereon shall be informal and do not constitute official actions of the Council. Study sessions and workshops held by the Council are "special meetings" of the council, and the notice required by RCW 42.30 must be provided.

2.5. Executive sessions:

Executive sessions or closed meetings may be held in accordance with the provisions of the Washington State Open Meetings Act (RCW 42.30). Among the topics that may be discussed are: (1) personnel matters; (2) consideration of acquisition of property for public purposes or sale of city-owned property; and (3) potential or pending litigation in which the City has an interest, as provided in the Revised Code of Washington. The Council must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. The Council may hold an executive session during a regular or special meeting. Before convening in executive session the Chair shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session will be concluded. If the Council wishes to adjourn at the close of a meeting from executive session, that fact will be announced along with the estimated time for the executive session. The announced time limit for executive sessions may be extended to a stated later time by the announcement of the Chair.

2.6. Attendance of media at council meetings:

All official meetings of the Council and its Committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

3. Chair and Duties

3.1. Chair:

The Mayor, if present, shall preside as Chair at all meetings of the council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and Mayor Pro Tem, the Council shall elect a Chair.

3.2. Call to order:

The meetings of the council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor Pro Tem. In the absence of both the Mayor and Mayor Pro Tem, the meeting shall be called to order by the City Clerk or Clerk's designee for the election of a temporary Chair.

3.3. Preservation of order:

The Chair shall preserve order and decorum, prevent attacks on personalities or character and confine members in debate to the question under discussion.

3.4. Points of order:

The Chair shall determine all points of order, subject to the right of any member to appeal to the council. If any appeal is taken, the question shall be "Shall the decision of the chair be sustained?"

3.5. Questions to be stated:

The Chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken upon all questions.

3.6. Mayor - powers:

The Mayor may not make or second motions, but may participate in debate to the extent that such debate does not interfere with chairing the meeting.

4. Order of Business and Agenda

4.1. Order of business:

The order of business for all regular meetings shall be transacted as follows unless the Council, by majority vote of the members present, suspends the rules and changes the order:

- (1) Call to Order, Pledge of Allegiance, and Roll Call
- (2) Agenda Approval
- (3) Interested Citizens: Audience requests and comments
- (4) Reports: Council Comments, Mayor, and City Staff
- (5) Workshop Discussions
- (6) Action Items: Consent Agenda
- (7) Public Hearings
- (8) Resolutions
- (9) Ordinances
- (10) Executive Session
- (11) Interested Citizens
- (12) Adjournment

The Mayor may direct the City Clerk to alter the designated format from time to time, specifically for the purposes of expeditious meeting management.

The Consent Agenda may contain items which are of a routine and non-controversial nature which may include, but are not limited to, the following: meeting minutes, payroll, claims, budget amendments, and any item previously approved by Council with a unanimous vote and which is being submitted to Council for final approval. Any item on the Consent Agenda may be removed and considered separately as an agenda item at the request of any Councilmember.

4.2. Council agenda items:

An item may be placed on a Council meeting agenda by the Mayor and/or City Administrator, according to the Council agenda preparation schedule, by recommendations from Council Committees and requests of Councilmembers.

4.3. Council agenda modifications:

The Mayor shall set the agenda for all regular council meetings. At the start of each meeting, before any discussion, the Council or Mayor may propose to amend the agenda. A majority of the Council must vote by motion to accept modifications to the agenda.

4.4. Mayor and Councilmember comments and concerns:

The agenda shall provide a time when the Mayor ("Mayor's Reports") or any Councilmember ("Council Comments") may bring before the Council any business that he/she feels should be deliberated upon by the Council. These matters need not be specifically listed on the agenda, but formal action on such matters may be deferred until a subsequent Council meeting, except that immediate action may be taken upon a vote of a majority of all members of the Council. There shall be no lectures, speeches or grandstanding.

5. Consensus and Motions

5.1. Consensus votes:

When a formal motion is not required on a Council action or opinion, a consensus voice vote will be taken. The Chair will state the action or opinion and each Councilmember will state the Councilmember's name and vote by saying "aye" or "nay".

5.2. Motions:

No motion shall be entertained or debated until duly seconded and announced by the Chair. The motion shall be recorded and, if desired by any Councilmember, it shall be read by the Clerk before it is debated and, by the consent of the Council, may be withdrawn at any time before action is taken on the motion.

5.3. Votes on motions:

Each member present shall vote on all questions put to the Council except on matters in which they have been disqualified for a conflict of interest or under the appearance of fairness doctrine. Such member shall disqualify themselves prior to any discussion of the matter and shall leave the Council Chambers. When disqualification of a member or members results or would result in the inability of the Council at a subsequent meeting to act on a matter on which it is required by law to take action, any member who was absent or who had been disqualified under the appearance of fairness doctrine may subsequently participate, provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

5.4. Failure to vote on a motion:

Any Councilmember present who fails to vote without a valid disqualification shall be declared to have voted in the affirmative on the question.

5.5. Motions to reconsider:

A motion to reconsider must be made by a person who voted with the majority on the principal question and must be made at the same or succeeding regular meeting. No motion to reconsider an adopted quasi-judicial written decision shall be entertained after the close of the meeting at which the written findings were adopted.

6. Public Hearing Procedures

6.1. Speaker sign-in:

Prior to the start of a public hearing the Chair may require that all persons wishing to be heard sign in with the recorder, giving their name and whether they wish to speak as a proponent, opponent, or from a neutral position. Any person who fails to sign in shall not be permitted to speak until all those who signed in have given their testimony. The Chair, subject to the concurrence of a majority of the Council, may establish time limits and otherwise control presentations. (Suggested time limit is three minutes per speaker or five minutes when

presenting the official position of an organization or group.) The Chair may change the order of speakers so that testimony is heard in the most logical groupings (i.e. proponents, opponents, adjacent owners, etc.).

6.2. Conflict of interest/Appearance of fairness:

Prior to the start of a public hearing the Chair will ask if any Councilmember has a conflict of interest or appearance of fairness doctrine concern which could prohibit the Councilmember from participating in the public hearing process. A Councilmember who refuses to step down after challenge and the advice of the City Attorney, a ruling by the Mayor or Chair and/or a request by the majority of the remaining members of the Council to step down is subject to censure. The Councilmember who has stepped down shall not participate in the Council decision nor vote on the matter. The Councilmember shall leave the Council Chambers while the matter is under consideration, provided, however, that nothing herein shall be interpreted to prohibit a Councilmember from stepping down in order to participate in a hearing in which the Councilmember has a direct financial or other personal interest.

6.3. The public hearing process:

The Chair introduces the agenda item, opens the public hearing and announces the following Rules of Order:

- (1) All comments by proponents, opponents or other members of the public shall be made from the podium; any individuals making comments shall first give their name and address. This is required because an official recorded transcript of the public hearing is being made.
- (2) No comments shall be made from any other location. Anyone making "out of order" comments shall be subject to removal from the meeting. If you are disabled and require accommodation, please advise the recorder.
- (3) There will be no demonstrations during or at the conclusion of anyone's presentation.
- (4) These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right of free speech.

The Chair calls upon city staff to describe the matter under consideration.

The Chair calls upon proponents, opponents and all other individuals who wish to speak regarding the matter under consideration.

The Chair inquires as to whether any Councilmember has questions to ask the proponents, opponents, speakers or staff. If any Councilmember has questions, the appropriate individual will be recalled to the podium.

The Chair continues the public hearing to a time specific or closes the public hearing.

7. Duties and Privileges of Community Members

7.1. Meeting participation:

The public is welcome at all Council meetings and are encouraged to attend and participate prior to the deliberations of the Council. Recognition of a speaker by the Chair is a prerequisite and necessary for an orderly and effective meeting, be the speaker an attendee, Councilmember or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner

shall be subject to removal from the meeting. Use of cellular telephones is prohibited in the council chambers.

7.2. Comments from citizens:

Under agenda item "Comments From Citizens" citizens may address any item they wish to discuss with the Mayor and Council. They shall first obtain recognition by the Chair, state their name and the subject of their comments. The Chair shall then allow the comments, subject to a three (3) minute limitation per speaker, or other limitations as the Chair or Council may deem necessary. Following such comments, if action is required or has been requested, the Chair may place the matter on the current agenda or a future agenda or refer the matter to staff or a Council committee for action or investigation and report at a future meeting. Citizen/group presentations scheduled on the agenda to address the Council will be requested to step to the podium, give their name for the record. Presentations should be prearranged through the Mayor's Office and be limited to the time allotted, not to exceed twenty (20) minutes, with ten (10) minutes allowed for a question/answer period after the presentation.

7.3. Manner of addressing the council – time limit:

Each person addressing the Council shall step up to the podium, give the person's name and address in an audible tone of voice for the record and, unless further time is granted by the Council, shall limit the person's remarks to three (3) minutes. Agenda items "Comments from city residents" and "Continued comments from city residents" shall be limited to a total of 30 minutes each unless additional time or less time is agreed upon by the council (dependent upon the length of the council agenda). All remarks shall be addressed to the Council as a body and not to any member thereof. No person, other than the Chair, members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked of the Councilmembers, except through the Chair. The council will then determine the disposition of the issue (information only, place on present agenda, workshop, a future agenda, assign to staff, assign to council Committee, or do not consider).

7.4. Personal and slanderous remarks:

Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Council may be requested to leave the meeting and may be barred from further audience before the Council during that Council meeting by the Chair.

7.5. Written communications:

Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council had control at any time. The written communication may be submitted by direct mail or by addressing the communication to the City Clerk who will distribute copies to the Councilmembers. The communication will be entered into the record without the necessity for reading as long as sufficient copies are distributed to members of the audience/ public.

7.6. Comments in violation of the appearance of fairness doctrine:

The Chair may rule out of order any comment made with respect to a quasi-judicial matter pending before the Council or its Boards or Commissions. Such comments should be made only at the hearing on a specific matter. If a hearing has been set, persons whose comments are ruled out of order will be notified of the time and place when they can appear at the public hearing on the matter and present their comments.

7.7. "Out of Order" comments:

Any person whose comments have been ruled out of order by the Chair shall immediately cease and refrain from further improper comments. The refusal of an individual to desist from inappropriate, slanderous or otherwise disruptive remarks after being ruled out of order by the Chair may subject the individual to removal from the council chambers.

These rules are intended to promote an orderly system of holding a public meeting and to give every person an opportunity to be heard.

8. Filling Council Vacancies and Selecting Mayor Pro Tempore**8.1. Notice of vacancy:**

If a Council vacancy occurs, the Council will follow the procedures outlined in RCW 42.12. In order to fill the vacancy with the most qualified person available until an election is held, the Council will widely distribute and publish a notice of the vacancy and the procedure and deadline for applying for the position.

8.2. Application procedure:

The Council will draw up an application form which contains relevant information that will answer set questions posed by Council. The application form will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

8.3. Interview process:

All candidates who submit an application by the deadline will be interviewed by the Council during a regular or special Council meeting open to the public. The order of the interviews will be determined by drawing the names; in order to make the interviews fair, applicants will be asked to remain outside the Council Chambers while other applicants are being interviewed. Applicants will be asked to answer questions submitted to them in advance of the interview and questions posed by each Councilmember during the interview process. The Councilmembers will ask the same questions of each candidate. Each candidate will then be allowed two (2) minutes for closing comments. Since this is not a campaign, comments and responses about other applicants will not be allowed.

8.4. Selection of councilmember:

The Council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting and selection of a person to fill the vacancy will be conducted during an open public meeting.

8.5. Selecting Mayor Pro Tempore:

The Mayor Pro Tem will be selected by the Councilmembers.

9. City council committees**9.1. Committee operating procedures:**

The purpose of City Council Committees is to facilitate the orderly flow of administrative/policy information and Council business from the administration through the legislative body. It allows those elected officials who are members of the Committee to develop a more detailed knowledge of issues and services in the Committees functional area.

9.2. List of council committees:

The following City Council Committees have been created by the Mayor for purposes of giving Council the opportunity to learn services and operating issues in depth for the development of

policy and budgets, for providing information for good decision making, and to develop the expertise in the organization to share with other Councilmembers. The Committees may change from time to time to meet the needs of the organization.

- (1) Finance
- (2) Public Safety
- (3) General Government
- (4) Parks and Recreation

9.3. Committee membership:

The Committee members are appointed by the Mayor on an annual basis or more frequently as the need arises. Each standing Committee is composed of three (3) Councilmembers and is staffed by the Department Director who holds direct responsibility for the function the Committee Represents.

9.4. Committee chair selection:

At the first meeting of the year, the Committee selects a Chair from among the Councilmembers appointed to that Committee. The Chair takes responsibility of making the Committee Report to the Council and any meeting coordination which is necessary.

9.5. Committee meetings:

Committee meetings are not, by nature, public meetings – a quorum of the Council is not present, the Open Public Meetings Act does not apply, and legislative recommendations are advisory to the Council as a whole. The Committee should feel free to invite anyone who would improve the quality of the policy decision, as long as it is not another Councilmember. If the input of another Councilmember is required, the item should be discussed in the City Council meeting.

9.6. Council liaisons:

Councilmembers are assigned to various outside agencies to serve as the liaison for the City. Liaisons should attend the outside agency's meetings regularly and report back to the Council. These are the organizations at this time (subject to change): Spokane Transit Authority (STA), Spokane Regional Transportation Council (SRTC), Spokane County Growth Management Steering Committee of Elected Officials (SCEO), and the Spokane County Housing and Community Development Advisory Committee (HCDAC).

10. Council relations with mayor and staff

10.1. Mutual respect:

There will be mutual respect among the Mayor, City staff, and City Councilmembers of their respective roles and responsibilities.

10.2. Councilmembers and department operations:

The Mayor carries statutory authority to carry out the policies of the City Council and operates the executive branch of government. The City Administrator is given certain authority by ordinance to coordinate and operate City services. Individual Councilmembers or Council Committees shall not attempt to change or interfere with the operating rules or practices of any City department. This does not prevent the effects of operating rules or practices on policy from being taken up by a Council Committee or the City Council.

11. Suspension and Amendment of These Rules

11.1. Suspension of these rules:

Any provision of these rules not governed by the Medical Lake Municipal Code may be temporarily suspended by a vote of a majority of the Council.

11.2. Amendment of these rules:

These rules may be amended or new rules adopted by a majority vote of all members of the Council, provided that the proposed amendments or new rules shall have been introduced into the record at a prior Council meeting.

Exhibit B
City of Medical Lake - 2024 Hourly & Salary Steps/Ranges
For City Employees - General Unit

Non-union Position	NU	Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Union Position	U											
Position												
City Administrator	NU		\$ 6,898	\$ 7,140	\$ 7,390	\$ 7,648	\$ 7,916	\$ 8,193	\$ 8,480	\$ 8,777	\$ 9,084	\$ 9,402
Finance Director	NU		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
Public Works Director	NU		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
WWTP Director	NU		\$ 6,038	\$ 6,250	\$ 6,468	\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229
Parks & Rec. Director	NU		\$ 5,088	\$ 5,266	\$ 5,450	\$ 5,641	\$ 5,839	\$ 6,043	\$ 6,255	\$ 6,473	\$ 6,700	\$ 6,935
Recreation Assistant	NU	11	\$ 18.65	\$ 19.30	\$ 19.98	\$ 20.68	\$ 21.40	\$ 22.15	\$ 22.93	\$ 23.73	\$ 24.56	\$ 25.42
Parks Maintenance	NU	12	\$ 19.10	\$ 19.77	\$ 20.46	\$ 21.18	\$ 21.92	\$ 22.69	\$ 23.48	\$ 24.30	\$ 25.15	\$ 26.03
		13	\$ 19.58	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 24.06	\$ 24.91	\$ 25.78	\$ 26.68
		14	\$ 20.07	\$ 20.78	\$ 21.50	\$ 22.26	\$ 23.03	\$ 23.84	\$ 24.68	\$ 25.54	\$ 26.43	\$ 27.36
		15	\$ 20.58	\$ 21.30	\$ 22.05	\$ 22.82	\$ 23.62	\$ 24.44	\$ 25.30	\$ 26.19	\$ 27.10	\$ 28.05
		16	\$ 21.10	\$ 21.84	\$ 22.60	\$ 23.40	\$ 24.21	\$ 25.06	\$ 25.94	\$ 26.85	\$ 27.79	\$ 28.76
Recreation Coordinator	U	17	\$ 21.63	\$ 22.39	\$ 23.17	\$ 23.99	\$ 24.82	\$ 25.69	\$ 26.59	\$ 27.52	\$ 28.49	\$ 29.48
Code Enforcement Officer	U	18	\$ 22.18	\$ 22.95	\$ 23.76	\$ 24.59	\$ 25.45	\$ 26.34	\$ 27.26	\$ 28.21	\$ 29.20	\$ 30.22
City Maintenance	U	19	\$ 22.84	\$ 23.63	\$ 24.46	\$ 25.32	\$ 26.20	\$ 27.12	\$ 28.07	\$ 29.05	\$ 30.07	\$ 31.12
Administrative Clerk	U											
Executive Assistant	NU											
Water Operator	U	20	\$ 23.32	\$ 24.14	\$ 24.98	\$ 25.86	\$ 26.76	\$ 27.70	\$ 28.67	\$ 29.67	\$ 30.71	\$ 31.78
Wastewater Operator	U											
City Maintenance - Journey	U	21	\$ 23.88	\$ 24.71	\$ 25.58	\$ 26.47	\$ 27.40	\$ 28.36	\$ 29.35	\$ 30.38	\$ 31.44	\$ 32.54
Water Supervisor	U											
Treatment Plant Operator I	U	22	\$ 24.49	\$ 25.34	\$ 26.23	\$ 27.15	\$ 28.10	\$ 29.08	\$ 30.10	\$ 31.16	\$ 32.25	\$ 33.37
Treatment Plant Operator II	U											
Laboratory Lead	U	23	\$ 25.08	\$ 25.95	\$ 26.86	\$ 27.80	\$ 28.78	\$ 29.78	\$ 30.83	\$ 31.91	\$ 33.02	\$ 34.18
Treatment Plant Lead	U	24	\$ 25.69	\$ 26.59	\$ 27.52	\$ 28.48	\$ 29.48	\$ 30.51	\$ 31.58	\$ 32.68	\$ 33.83	\$ 35.01
		25	\$ 26.36	\$ 27.28	\$ 28.24	\$ 29.23	\$ 30.25	\$ 31.31	\$ 32.40	\$ 33.54	\$ 34.71	\$ 35.93
		26	\$ 27.00	\$ 27.94	\$ 28.92	\$ 29.93	\$ 30.98	\$ 32.06	\$ 33.18	\$ 34.35	\$ 35.55	\$ 36.79
Building Inspector	U	27	\$ 27.65	\$ 28.62	\$ 29.62	\$ 30.66	\$ 31.73	\$ 32.84	\$ 33.99	\$ 35.18	\$ 36.42	\$ 37.69
City Planner	NU	28	\$ 28.32	\$ 29.32	\$ 30.34	\$ 31.40	\$ 32.50	\$ 33.64	\$ 34.82	\$ 36.04	\$ 37.30	\$ 38.60

7.5% increase from 2023. Each step is 3.5%.

Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

Exhibit C

City of Medical Lake

2024 Proposed Full Time Equivalent (FTE) Employees

Position	2022 Actual	2023 Current	2024 Proposed	
City Administrator	1	1	1	
Finance Director	1	1	1	
Public Works Director	1	1	1	
Wastewater Director	1	1	1	
Parks & Rec. Director	0	1	1	
Recreation Assistant	0	0.3	0.3	Part-time
Parks Maintenance	1	1	1	Seasonal
Recreation Coordinator	1	0	1	
Code Enforcement Officer	0.6	0.6	0.6	
Executive Assistant	0	0	1.1	
Administrative Clerk	2.5	4.1	3.5	
City Maintenance	5	7	3	
Water Operator	0	0	2	
Wastewater Operator	0	0	2	
City Maintenance - Journeyman	1	1	1	
Water Supervisor	0	0	1	
Treatment Plant Operator I	0	2	2	
Treatment Plant Operator II	3	2	1	
Laboratory Lead	0	0	1	
Treatment Plant Lead	0	0	0	
Building Inspector	1	1	1	
City Planner	0.5	0.5	1	
	19.6	24.5	27.5	

Notes

New position titles: Executive Assistant, Water Operator, Wastewater Operator, Water Supervisor, Laboratory Lead, and Treatment Plant Lead.

Maintenance Person reclassified as City Maintenance. Maintenance Person FTEs allocated to Water Operator, City Maintenance, Water Supervisor, and Wastewater Operator

WWTP Operator reclassified as Treatment Plant Operator

WWTP Director reclassified as Wastewater Director