



**CITY COUNCIL MEETING
TUESDAY, JULY 16, 2024
HELD REMOTELY & IN PERSON AT CITY HALL
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Before 4 pm on (July 16, 2024) - *SEE NOTE*
- Join the Zoom Meeting –

<https://us06web.zoom.us/j/84651171207?pwd=t3IYpXvgsjeFveTSTRmJ0g8CUJvEfm.1>

Meeting ID: 844 484 6563

Passcode: 446645

One tap mobile

+12532158782,,8444846563#,,,,*446645# US (Tacoma)

+12532050468,,8444846563#,,,,*446645# US

Find your local number: <https://us06web.zoom.us/j/keJnPZTYnM>

WRITTEN PUBLIC COMMENTS

If you wish to provide written public comments for the council meeting, please email your comments to sweathers@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**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
 - A. Public Safety
 - B. Council Comments
 - C. Mayor
 - D. City Administrator & City Staff
- 6. WORKSHOP DISCUSSION**
 - A. Fireworks Discussion – Requested by Councilmember Pritchard
 - B. Cameras for Public Safety
- 7. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **July 2, 2024**, minutes.
 - ii. Approve **July 16, 2024**, Payroll Claim Warrants numbered **51489** through **51496** and Payroll Payable Warrants numbered **30136** through **30146** in the amount of **\$171,665.69** and Claim Warrants numbered **51497** through **51547** in the amount of **\$244,897.01**.
- 8. PUBLIC HEARING - None**
- 9. RESOLUTIONS**
 - A. 24-697 RCO Applicant Resolution Authorization
- 10. ORDINANCES**
- 11. EXECUTIVE SESSION – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
July 2, 2024

Council Chambers
124 S. Lefevre Street

MINUTES

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Tony Harbolt
Keli Shaffer
Lance Speirs
Don Kennedy
Bob Maxwell
Ted Olson

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Steve Cooper, WWTP Director
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Assistant
Scott Duncan, Public Works Director

REGULAR SESSION – 6:30 PM

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

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Pritchard submitted a request for absence. Motion to approve made by councilmember Speirs, seconded by councilmember Shaffer, carried 6-0. All other council members were present.

2. AGENDA APPROVAL

- A. Strike 6A Ordinance 1126 Franchise Terms and Conditions.
- B. Add the hard copy documents for 9E Resolution 24-693 and 9F Resolution 24-694 that were not ready at the time the agenda packets were distributed.
- C. Motion to approve agenda as amended made by councilmember Kennedy, seconded by councilmember Olson, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Dana Dvorak resident of Medical Lake and HOA president for Fox Ridge. Informing council that they are aware of the vegetation issues and will take care of it.
- B. Mayor Cooper acknowledged written comment received from a resident regarding transparency in city government. *The full comments are part of the official record on file at City Hall and can be requested in person or by sending an e-mail to records@medical-lake.org.*

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - None

5. REPORTS

A. Council Comments

- i. Councilmember Shaffer – Finance Committee met and reviewed claim warrants. No issues.
- ii. Councilmember Speirs – none
- iii. Councilmember Kennedy – none
- iv. Councilmember Maxwell – none
- v. Councilmember Olson – none
- vi. Councilmember Harbolt – Gave report on the Parks and Recreation Committee meeting.

B. Mayor – spoke on public comments regarding the fireworks ban and still allowing the sale of them. She wrote a statement that was posted on the city's Facebook page and website.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – shared summary of AWC annual conference. Attended Washington Transportation Commission and gave a presentation sharing about the work being done in Medical Lake. On August 18th Re*Imagine Medical Lake will have an event at Waterfront Park, 3-6pm, for those impacted by the Gray Fire. Next council retreat will be budget retreat sometime in September or October. Polls will go out for scheduling. Spoke on street projects. Next Gray Fire Community meeting Wednesday, July 17th, 6:30 pm. Meetings will now be held in Council Chambers.
- ii. Koss Ronholt, Finance Director – update on Commerce Grant adopted at the last meeting. \$182,000 for fire recovery was approved. The city will recover over 50% of what we have spent on fire recovery.

6. WORKSHOPS

A. Ordinance 1126 Franchise Terms and Conditions – stricken

B. Electric Vehicle (EV) Charger at the Medical Lake Library

- i. Amber Williams with the Spokane County Library District gave a presentation and explained that since the Medical Lake Library is city property, council sign off is needed. Q & A and discussion. Council in agreement to move forward. Mr. Weathers will bring forward a Resolution at the next meeting.

C. Vegetation Code Update

- i. Dave Yuhas, Code Enforcement Officer gave a presentation. See attached. Mayor Cooper shared that any code update needs to go through legal, asked questions and gave her thoughts. Council in favor of moving forward with the update.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **June 18, 2024**, minutes.
 1. Motion to approve made by councilmember Kennedy, seconded by councilmember Speirs, carried 6-0.
- ii. Approve **July 2, 2024**, Claim Warrants numbered **51453** through **51488** in the amount of **\$100,936.36**.
 1. Motion to approve made by councilmember Shaffer, seconded by councilmember Kennedy, carried 6-0.

8. PUBLIC HEARING - None

9. RESOLUTIONS

- A. 24-686 Procurement Policy 14.110 Amendment
 - i. Mr. Ronholt reviewed the amendment for council.
 - ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Olson, carried 6-0.
- B. 24-688 DSHS Land Lease Amendment #5
 - i. Mayor Cooper reviewed the amendment for council.
 - ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Shaffer, carried 6-0.
- C. 24-690 Records Assistant Job Description
 - i. Motion to approve made by councilmember Olson, seconded by councilmember Harbolt, carried 6-0.
- D. 24-692 Avista Community Resource Center at City Hall Facility Use Agreement
 - i. Michele McCollum. With Avista gave a presentation. See attached. Council discussed.
 - ii. Motion to approve made by councilmember Speirs, seconded by councilmember Kennedy, carried 6-0.
- E. 24-693 Updated Cost Estimate – Scrub and Chip Seal
 - i. Scott Duncan, Public Works Director reviewed and explained the cost increase. Will come forward as a budget amendment.
 - ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Speirs, carried 6-0.
- F. 24-694 Updated Cost Estimate – Street Maintenance
 - i. Motion to approve made by councilmember Speirs, seconded by councilmember Shaffer, carried 6-0.

10. ORDINANCES - None

11. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Lahnne Henderson, resident of Medical Lake – asked about code enforcement on fire mitigation in the alleys and businesses with wood pallets. Mayor - code update will address those issues.
- B. Diane Nichols, resident of Medical Lake – fire mitigation question regarding the debris/slash piles on state land. Contacted DSHS but hasn't received an answer. Mayor – spoke with Spokane Clean Air. The state asked for a permit to burn the piles, but Clean Air would like it chipped. Discussed plans to mitigate tall grasses on the trail. Mr. Duncan shared that Department of Correction crews have been out and will continue work. They are contracted with the state since it is state land. Ms. Nichols also inquired if there will be money set aside to fix roads damaged by the heavy truck traffic due to the Gray Fire. Yes, working with FEMA for road mitigation money.

12. EXECUTIVE SESSION - None

13. EMERGENCY ORDINANCES - None

14. UPCOMING AGENDA ITEMS

15. CONCLUSION

- A. Motion to conclude at 7:44 pm made by councilmember Speirs, seconded by councilmember Shaffer, carried 6-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

DRAFT



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: CAMERAS FOR PUBLIC SAFETY AND SECURITY

Requested Action:

Staff direction. For workshop discussion and information.

Key Points:

Medical Lake has identified a strategic objective to optimize the use of data and technology to improve service, protect mission critical infrastructure, and enhance security effectiveness. The need exists to take a comprehensive look at how surveillance cameras can be utilized to monitor City properties and enhance the investigation efforts of law enforcement. Cameras can assist in providing public safety and security by preventing or deterring acts of theft, vandalism, harassment, and assault by assisting in identification of individuals involved in criminal activity on City owned or managed property.

Background Discussion:

A rash of vandalism has repeatedly targeted our parks and highlighted a need for surveillance technology providing security and protecting City infrastructure and resources.

Public Involvement:

None.

Next Steps:

Developing a comprehensive plan for surveillance cameras, publishing a Request For Proposals (RFP), and drafting a resolution to authorize purchase and installation of cameras at recommended locations.



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

7/16/2024 City Council Meeting

To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: USE AND DISCHARGE OF FIREWORKS IN MEDICAL LAKE

Requested Action:

Staff direction. For workshop discussion and information.

Key Points:

The use and discharge of fireworks in Medical Lake has long been a matter of contention among citizens. Medical Lake Municipal Code Chapters 4.18 and 5.10 refer to fireworks and state that fireworks can be discharged only on 7/4 from 9 am to 11 pm, are prohibited from being discharged in any City park or property, and grant the fire chief authority to prohibit discharge of any fireworks due to extreme fire danger. In response to the ongoing Gray Road Fire emergency and disaster recovery, the use and discharge of fireworks within city limits was suspended this year pursuant to the Mayor's Emergency Order published 6/7/2024 (amended 6/14/2024) and affirmed by Council via Resolution No. 24-684, which was approved on 6/4/2024.

Background Discussion:

State law governs the regulation of fireworks, including which fireworks are legal, how public fireworks displays and fireworks sellers are licensed, and when fireworks may be discharged. RCW 70.77 allows room for local regulation, including the prohibition of sale and discharge of fireworks entirely, yet RCW 70.77.250(4) states, "Any ordinances adopted by a county or city that are more restrictive than state law shall have an effective date no sooner than one year after their adoption."

Local regulations can further define what types of fireworks are allowed (ground vs. aerial), when fireworks are allowed, and who is authorized to prohibit fireworks during emergency conditions. City Council can take action via ordinance as well as soliciting citizen input by advisory votes through a local ballot measure.

Public Involvement:

Numerous citizens on both sides of the matter have shared comments at City Hall and by email.

Next Steps:

Per Council discretion.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-697**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A
WASHINGTON STATE RECREATION AND CONSERVATION OFFICE
APPLICANT AUTHORIZATION AND ELECTRONIC SIGNATURE
RESOLUTION**

WHEREAS, the City of Medical Lake (“City”) sought a grant from the Washington State Recreation and Conservation Office (“RCO”) to purchase Waterfront Park (“Park”) from the Washington State Department of Social and Health Services (“DSHS”); and

WHEREAS, the City’s land lease with DSHS has expired and to renew the lease would result in significant financial burden on the City and reduce its ability to afford to maintain the Park; and

WHEREAS, the City desires to acquire the Park to ensure that it continues to serve the community as an enjoyable recreational space; and

WHEREAS, RCO seeks authorization from the City for designated signatories and authorized representatives to administer the RCO grant pursuant to a Local Park Maintenance Program Applicant Authorization and Electronic Signature resolution (“Authorizing Resolution”); and

WHEREAS, City Staff recommends the City approve the Authorizing Resolution.

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

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

Section 2. Authorization. The Mayor is authorized and directed to execute the Authorizing Resolution 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 Authorizing Resolution authorized hereby.

Section 3. 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 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED this _____ day of July, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Koss Ronholt, City Clerk

City Attorney, Sean P. Boutz



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form Bruce Tallen 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.