

CITY OF MEDICAL LAKE
City Council Special Meeting – Council Retreat

11 am – 4 pm
October 24, 2023

MINUTES

Council Chambers
124 S. Lefevre Street

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Tony Harbolt
Keli Shaffer
Art Kulibert
Don Kennedy
Bob Maxwell
Ted Olson
Lance Speirs (future councilmember)

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Koss Ronholt, Finance Director
Glen Horton, Parks & Recreation Director
Steve Cooper, WWTP Director
Elisa Rodriguez, City Planner
Scott Duncan, Public Works Director
Roxanne Wright, Administrative Assistant

SPECIAL SESSION – 11 AM – 4 PM

1. WELCOME AND ICEBREAKER

- A. Mr. Weathers welcomed everyone, reviewed the agenda, and led everyone in the icebreaker activity.

2. STRATEGIC PLANNING

- A. Mayor Cooper
 - i. What do we want Medical Lake to be known for and what are our values? Discussed why we need a vision and mission statement and what it will include.
 - ii. Shared a core values worksheet. Participants chose the values that are most important to them personally.
 - iii. Mr. Weathers explained vision and SWOT analysis (strengths, weaknesses, opportunities, threats) and council members added their input to the SWOT sheets on the wall.

3. CAPITAL IMPROVEMENT PLAN FY2024

- A. Discussed the impact of Gray Rd. fire. Property tax reduction for three years is available to impacted citizens.
- B. Department heads discussed upcoming projects for 2024.
 - i. Scott Duncan, Public Works Director, reviewed street and public works projects.
 - ii. Glen Horton, Parks and Recreation Director, reviewed projects.
 - iii. Steve Cooper, WWTP Director, reviewed projects.
 - iv. Mr. Weathers discussed other projects and prospectus. Discussion surrounding Silver Lake community and connecting to city services. Asking for funding.

4. FY2024 PRELIMINARY BUDGET – Koss Ronholt, Finance Director

- A. Mr. Ronholt reviewed preliminary budget items. Explained that the property tax increase only applies to the portion that comes to the city from property taxes (13%). Mr. Weathers elaborated on property taxes. Council members discussed property tax increase options. Explained and discussed utility taxes.
- B. Mr. Ronholt explained how he built the budget a little differently this year, using a baseline.
 - i. Each department head gave an overview of what new budgetary consideration(s) (line-item increases) they are requesting.

5. CITY COUNCIL POLICIES AND PROCEDURES

- A. Mr. Weathers reviewed the changes that are needed.

6. LEGISLATIVE PRIORITIES

- A. Mr. Weathers asked council members to consider what their priorities are for the next legislative session.

7. CONCLUSION

- A. The meeting concluded at 4:10 p.m.

**Please note: The full binder of documents used during the retreat is available for review at City Hall upon request. Capital Improvement and Budget information will be shared during the 11/7/23 City Council meeting and supporting documents similar to those used in the retreat are included in the agenda packet.*



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk