

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

6:30 PM  
February 6, 2024

**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  
Don Kennedy  
Lance Speirs  
Bob Maxwell  
Ted Olson  
Tony Harbolt

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Missy Eaker, Administrative Clerk  
Scott Duncan, Public Works Director  
Glen Horton, Parks & Recreation Director  
Koss Ronholt, Finance Director  
Roxanne Wright, Administrative Assistant  
Sandy Nettleton, Administrative Clerk

**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. All council members were present in person.

**2. AGENDA APPROVAL**

- A. Motion to approve agenda made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.

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

- A. Mayor Cooper acknowledged e-mail comments from a citizen that all council members received.
- B. Tammy Roberson, resident of Medical Lake – spoke on wetlands. See attached.
- C. Gerri Johnson, resident of Medical Lake – Thanked council for working on the vacant property ordinance. As the owner of a local small business, Farm Salvation, she expressed the difficulty of having closed businesses around hers and the negative impact it has on her business.

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

**5. REPORTS**

- A. Council Comments
  - i. Councilmember Pritchard – shared about a new area on north Brooks that is available for PFAS testing. Citizens can request testing by going to the Department of Ecology website or contacting him directly.
  - ii. Councilmember Shaffer – Finance Committee reviewed claims vouchers and the 2023 Q4 budget review Mr. Ronholt will give later in the meeting.

- iii. Councilmember Speirs – went to his first STA board meeting. Found it very interesting with lots of information. Meetings are recorded if anyone wants to watch.
- iv. Councilmember Kennedy – replied to Ms. Roberson’s question at the last meeting regarding the amount of time given for citizen comments. He was acting as Mayor Pro Tem at that meeting and did not have an answer at that time, so he wanted to address it now.
- v. Councilmember Maxwell – no report.
- vi. Councilmember Olson – no report.
- vii. Councilmember Harbolt – Parks & Recreation Committee update. See attached.

**B. Mayor**

- i. Thanked councilmember Kennedy for covering for her at the last council meeting. Shared about Olympia trip. Met with twenty-three legislators to request assistance for the Gray Fire recovery. Spoke on some of the bills that are important for the city and encouraged council support. The city’s new website is moving ahead.

**C. City Administrator & City Staff**

- i. Sonny Weathers, City Administrator – also shared about the Olympia trip. Engagement with state government is just as important as at the city level. Encouraged council to stay engaged as the session moves forward. Responded to the speeding concerns on Stanley Street presented at the last meeting. Patrols and speed trailers have been utilized in the past and will continue. Updated on progress at Waterfront Park; trail still not open, crews need ground to dry out, remaining in close communication with the state.
- ii. 2023 Q4 Code Enforcement Report – Dave Yuhas, Code Enforcement Officer gave a presentation. See attached.
- iii. 2023 Q4 Budget Update – Koss Ronholt, Finance Director, gave a presentation. See attached.

**6. WORKSHOPS**

**A. SCRAPS Agreement Review**

- i. Mr. Weathers – Councilmember Olson asked for a review of the current agreement with SCRAPS. Mr. Yuhas shared information received from SCRAPS that shows the city’s usage. In 2021 there were seventy requests, forty-six impounds, zero emergency calls, and zero trappings. In 2022 there were forty-four requests, sixty impounds, two emergency calls, and one trapping. In 2023 there were sixty-one requests, forty-five impounds, three emergency calls, and zero trappings. Mr. Weathers said that the more citizens call, the better the service. Explained that SCRAPS fulfills all duties of animal control officer referred to in our ordinance.
  - 1. Councilmember Kennedy – asked about fees for services. Mr. Ronholt - monthly fee of \$1770. Councilmember Speirs – asked if there has been a rate increase. Mr. Ronholt will investigate. Mayor Cooper asked to add another workshop at the next meeting to review the contract and see if it is on auto-renewal, etc. Councilmember Speirs – requested to review animal control codes. Mr. Yuhas will provide them to all council members.

**B. Cintas Cooperative Acceptance Agreement (24-654)**

- i. Mr. Weathers – Explained purpose of the agreement. Currently, the staff at WWTP takes care of supplies, etc. on their own. This service would take that over, removing the responsibility from staff, allowing them to spend time on primary functions. Service would include all city departments, not just WWTP. Discussed cost and contract details. Council in agreement to bring back as a resolution at the next meeting.

- C. Historic Preservation Services Agreement with Spokane County (24-655)
  - i. Logan Camporeale, Historic Preservation Specialist at the Spokane City/County Historic Preservation Office gave a presentation. See attached. They received a call from a Medical Lake resident asking to place a building on the register. The City of Medical Lake does not currently have a preservation ordinance, so they are unable to assist. Discussed option of an ILA.
    - 1. Discussion was held on details of ILA.
    - 2. The council agrees to bring an ordinance forward at the next meeting to begin the process.
- D. Lefevre Street Restriping Design Review
  - i. City engineer Tom Haggerty and Scott Duncan, Public Works Director – provided video of Barker Street improvements. Mr. Haggerty explained what is proposed for Lefevre Street, including a ten-foot turn lane.
  - ii. Discussion held regarding sidewalks, parking, pros, and cons of design.
  - iii. The council agrees to the design as is. Mr. Duncan will provide a review of all planned summer projects at the next meeting.

## 7. ACTION ITEMS

- A. Consent Agenda
  - i. Approve **January 16, 2024**, minutes.
    - 1. Motion to approve made by councilmember Kennedy, seconded by councilmember Maxwell, carried 7-0.
  - ii. Approve **February 6, 2024**, Claim Warrants for the **2023 13<sup>th</sup> Month** numbered **50944** through **50951** in the amount of **\$6,909.74** and Claim Warrants numbered **50952** through **50988** in the amount of **\$149,669.94**.
    - 1. Finance committee reviewed. Motion to approve made by councilmember Shaffer, seconded by councilmember Kennedy, carried 7-0.

## 8. RESOLUTIONS

- A. 24-653 Void Certain Outstanding Warrants
  - i. Mr. Ronholt explained the reason for the resolution. Total of \$4166.61 to be voided.
  - ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.
- B. 24-657 Agent Designation for Backup Power for Critical Infrastructure Resilience
  - i. Mr. Weathers reviewed.
  - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.
- C. 24-658 Agent Designation for GIS Mapping of Water, Wastewater, and Stormwater Infrastructure
  - i. Motion to approve made by councilmember Kennedy, seconded by councilmember Pritchard, carried 7-0.
- D. 24-659 8X8 Phone Service Agreement
  - i. Mr. Ronholt reviewed. Replacement of current phone service, which is very old. The city's IT company is working to modernize, and this is the system they use. The agreement would be a decrease in monthly cost. Falls within limits for procurement.
  - ii. Councilmember Olson expressed concerns over the contract regarding possible cost increases and terms of service. Mr. Ronholt addressed concerns and explained that legal has been involved. Legal counsel provided some insight as well.

- iii. Motion to approve made by councilmember Olson, seconded by councilmember Pritchard, carried 7-0.

**9. PUBLIC HEARING – none**

**10. ORDINANCES**

**A. Second Read 1113 Vacant Commercial Properties**

- i. Legal counsel read the ordinance onto the record.
- ii. Mr. Weathers reviewed the timeline of the ordinance preparation and subsequent adjustments.
- iii. Discussion.
- iv. Under section 14.16.120 Annual Report - Change to state “the building official or designee shall make a report to the City Council during the first quarter of every year on the status of the Vacant Commercial Space registration program”.
  - 1. Motion to approve amendments made by councilmember Speirs, seconded by councilmember Kennedy, carried 7-0.
- v. Motion to approve ordinance as amended made by councilmember Pritchard, seconded by councilmember Harbolt, carried 7-0.

**B. First Read 1119 Special Events**

- i. Legal read onto the record.
- ii. Mr. Horton reviewed and explained the need for the ordinance.
- iii. Discussion held regarding verbiage on approvals and authority. The mayor and council have some changes they would like to see made.
- iv. Mayor Cooper explained the options. Motion to continue first read to the next meeting made by councilmember Olson. Mayor Cooper asked him for clarification. He would like some amendments made. No second, motion failed.
- v. Mayor Cooper again explained the options to either move forward as is to a second reading and bring any amendments at that time or continue the first read to the next meeting.
- vi. After further discussion and clarification of options, a motion to continue the first read to the next meeting was made again by councilmember Shaffer, seconded by councilmember Kennedy, and carried 7-0.

**11. EXECUTIVE SESSION - none**

**12. EMERGENCY ORDINANCES - none**

**13. UPCOMING AGENDA ITEMS - none**

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

- A. Kathleen Morse, new owner of the old veterinary building on Lake Street. Voiced appreciation that council passed the vacant property ordinance. Excited for the future and to be part of the community.
- B. Tammy Roberson, resident of Medical Lake – continued wetland comments.
- C. Chad Pritchard spoke as a citizen and not council member – encouraged council and audience to vote for kids (MLSD levy). Ballots are due February 13, 2024.

**15. CONCLUSION**

- A. Motion to conclude the meeting at 8:49 pm made by councilmember Pritchard, seconded by councilmember Harbolt, carried 7-0.

*David B. Kimmel*

Terri Cooper, Mayor

*pro Tom*

*[Signature]*

Koss Ronholt, Finance Director/City Clerk