

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

6:30 PM  
March 19, 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**

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

**Administration/Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Glen Horton, Parks & Recreation Director  
Koss Ronholt, Finance Director  
Roxanne Wright, Administrative Assistant

**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. Section 7A(i) Action Items: The minutes from the March 5, 2024, meeting were inadvertently not included in the hard copy agenda packet. They were only in the electronic version. Mayor Cooper requested to add the hard copy to the packet.
- B. Section 8C Resolution 24-665, replace page 44 with the corrected signature page.
- C. Section 8D add Resolution 24-667 Bid Award - Jefferson Water Main Replacement Project. The project documents were included in the agenda packet, but the Resolution was still needed.
- D. Section 10B Ordinance 1123 Right of Way Permit and Use Requirements Code; add Chapter 11.02 Definitions.
- E. Motion to accept the amendments to the agenda made by councilmember Kennedy, seconded by councilmember Speirs, carried 7-0.
- F. Motion to accept the agenda as amended made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.

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

- A. Mayor Cooper acknowledged the receipt of a citizen comment regarding a request to be placed on an upcoming agenda to make a wetlands presentation. All council members were included in the e-

mail and received hard copies. *The full comments are part of the official record on file at City Hall and can be requested from the Public Records Officer.*

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none**

**5. REPORTS**

**A. Public Safety**

- i. Bill Dennstaedt from FD3 – shared an update on the debris pile that is burning out on S. Pine Street in Medical Lake which is now burning underground. The decision was made to see if the fire would consume itself through the winter, but it did not. FD3 is out mitigating it now. DOE classified the area as a landfill, but it appears to be an old building. Meeting with the toxic cleanup team and DSHS on March 20<sup>th</sup> to develop a plan. The annual Fisherman’s Breakfast will be on April 27<sup>th</sup> from 5 am to noon. The cost will be \$10 for adults and \$5 for students.

**B. Council Comments**

- i. Councilmember Pritchard – HCDAC meeting last week, reviewing grant applications. Went to the underground fire site and sampled Medical Lake to check for contaminants. The next Geo Walk will be on April 13<sup>th</sup> at 1 pm and will start at Waterfront Park.
- ii. Councilmember Shaffer – The Finance Committee met, and reviewed claims and payroll warrants.
- iii. Councilmember Speirs – STA is doing some open houses for route changes that will be rolling out in a couple of months. The open house for the West Plains area will be held at the Spokane County Library in Airway Heights on March 28<sup>th</sup> from 4 – 6 pm. Will be discussing Route 61 specifically. Residents can also go to the STA website to comment. They will read all comments.
  1. At this point in the meeting, sound was briefly lost for Zoom attendees. The Zoom meeting was stopped and restarted, and the council meeting resumed.
- iv. Councilmember Kennedy – attended an SRTC meeting that presented a DOT list of highway projects over the next five to ten years. The topic of the Governor’s plan for reducing CO2 levels was also presented.
- v. Councilmember Maxwell – General Government Committee discussed Waterfront Park and the temporary closing of the trail for tree removal.
- vi. Councilmember Olson – Public Safety Committee – no outstanding concerns, just business as usual. There was no representative from the Sheriff’s office at the meeting.
- vii. Councilmember Harbolt – stated the importance of a representative from the Sheriff’s office attending meetings. It should be a priority.

**C. Mayor**

- i. Long-term Recovery Group work with FEMA continues. Two home sites have been identified, one in Medical Lake and one in Elk, to be built by Mennonites and a Christian public service group. They will be onsite May 1<sup>st</sup>. There is a partnership with Ziggy’s building supplies. Working on other partnerships for other needs. The Tyler Tech Parks and Recreation program did not work well. The contract has expired, and written notice will be given that it will not be renewed. The department will seek other programs to fit their needs.

**D. City Administrator & City Staff**

- i. Koss Ronholt, City Administrator – reminded council of the SAO Audit Exit Conference on March 27<sup>th</sup> at 1 pm. Encouraged attendance.
- ii. Sonny Weathers, City Administrator – upcoming events: Community Meeting on Wednesday, March 27<sup>th</sup> at 6:30 pm at the high school auditorium. Planning Commission

meeting on Thursday, March 28<sup>th</sup> at 5:30 pm. Kiwanis Easter egg hunt on Saturday, March 30<sup>th</sup> at 11 am at Waterfront Park.

## 6. WORKSHOPS

- A. Historic Preservation ILA with Spokane County (Res 24-655)
  - i. Mr. Weathers gave an overview of the process and explained that the workshop is to explore the ILA before bringing forth a resolution. Legal counsel has reviewed, and concerns are being addressed with Logan Camporeale from the Spokane Historic Preservation group and their legal counsel. Discussion held and notes taken to address. Legal counsel will review and respond to the concerns and questions raised by the council. Council agreed to move forward with a Resolution at the next meeting.

## 7. ACTION ITEMS

- A. Consent Agenda
  - i. Approve **March 5, 2024**, minutes.
    - 1. Motion to approve made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.
  - ii. Approve **March 19, 2024**, Payroll Claim Warrants numbered **51105** through **51112** and Payroll Payable Warrants numbered **30091** through **30101** in the amount of **\$156,079.23** and Claim Warrants numbered **51113** through **51146** in the amount of **\$183,688.74**.
    - 1. Motion to approve made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.

## 8. RESOLUTIONS

- A. 24-656 Cascade Agreement
  - i. Mr. Ronholt reviewed for the council. Workshopped at the last meeting.
  - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.
- B. 24-663 DOE Groundwater Study Grant Agreement Amendment
  - i. Mr. Ronholt reviewed for the council.
  - ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Harbolt, carried 6-0-1 with councilmember Pritchard abstaining.
- C. 24-665 Commerce Climate Planning Grant
  - i. Mr. Weathers reviewed for the council. Workshopped at the last meeting.
  - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Speirs, carried 6-1 with councilmember Kennedy voting nay.
- D. 24-667 Bid Award - Jefferson Water Main Replacement Project
  - i. Mr. Weathers reviewed for the council. There were eight responses to the bid request, with the lowest bid not meeting requirements and therefore eliminated. Out of the seven remaining bids, the lowest was Colville Construction.
  - ii. Motion to approve made by councilmember Kennedy, seconded by councilmember Olson, carried 7-0.

## 9. PUBLIC HEARING – none

## 10. ORDINANCES

- A. First Read Ordinance 1122 Historic Preservation
  - i. Mr. Weathers reviewed for the council.
  - ii. Discussion held with questions and concerns brought up by council.

iii. Motion to table the first read until the next meeting made by councilmember Harbolt, seconded by councilmember Kennedy, carried 7-0.

B. First Read Ordinance 1123 Right of Way Permit and Use Requirements Code

- i. Mr. Weathers reviewed for council. He addressed the concerns that were discussed during the workshop at the last meeting. Discussion commenced regarding how this affects individual homeowners. Mr. Weathers suggested having the ordinance be an umbrella and then addressing concerns via policy.
- ii. Motion to table to a later date to address council's concerns made by councilmember Kennedy, seconded by councilmember Speirs, carried 7-0.

**11. EXECUTIVE SESSION** - none

**12. EMERGENCY ORDINANCES** - none

**13. UPCOMING AGENDA ITEMS** - none

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

- A. Chad Pritchard spoke as a citizen regarding concerns surrounding the North Park area. Requested signs for no parking. Glen Horton, Parks and Recreation Director shared that a plan is currently being worked out to designate where driving and parking are allowed. A rock-placing company has been contacted regarding placing large boulders for dividers.

**15. CONCLUSION**

- A. Motion to conclude at 7:59 pm made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7:59.

  
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Terri Cooper, Mayor

  
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Koss Ronholt, Finance Director/City Clerk

4/2/24  
Date