

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

6:30 PM
October 17, 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 (via Zoom)
Keli Shaffer
Art Kulibert
Don Kennedy (Mayor Pro Tem)
Bob Maxwell
Ted Olson

Administration/Staff

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

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

- A. Mayor Pro Tem Kennedy called the meeting to order at 6:32 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Harbolt requested an approved absence. Motion to approve made by councilmember Olson, seconded by councilmember Kulibert, carried 6-0.
 - ii. Councilmember Pritchard was present via Zoom and all other councilmembers were present in person.

2. AGENDA APPROVAL

- A. Motion to approve as written made by councilmember Kulibert, seconded by councilmember Maxwell, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. none

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - None

5. REPORTS

- A. Public Safety
 - i. Undersheriff Kittilstved, SCSO – Law Enforcement and Fire Department have a new system that puts them on the same CAD system. Enables them to work together more effectively. Currently have fourteen people in training. This Thursday they have a trainee graduating, Lakeland Village parade that they are participating in, and the ribbon cutting ceremony for the new training facility on Hwy 902. Crime stats good in September. Some theft (vehicle and property) no burglaries. Spoke about the Gray Rd. fire. Biggest event he’s been involved in. Personal relationships played a big role in people stepping in to help.
 - ii. Chief Rohrbach, FD 3 – Fifty-seven calls in September which is average for Medical Lake. Overall, this year, there have been six-hundred-one calls, which is about 24% higher than normal. Gray Fire had impact on those numbers. Still busy with recovery efforts. Spoke about the chip piles from downed trees. Some steam is normal in the chip piles. Keeping an eye on it. Burning opened in the county. Our area is the fourth highest risk community for wildfires (90% caused by humans). Population growth compounds it.
- B. Council Comments
 - i. Councilmember Olson – Parks and Recreation Committee - reminder that the trail around Medical Lake is closed due to risk from trees. When the risk is gone, trail will be re-opened.
 - ii. Councilmember Maxwell – General Government Committee – looking into Federal money for backup generators when power lines are down for Craig Road well, City Hall, Maintenance Building and WWTP. Barker Rd. construction should be done on Friday, crack sealing finished later this week also. Bids to remove trees on 4 city lots. Still looking for WWTP operator.
 - iii. Councilmember Kulibert – Finance Committee. 2012, 2016 pension payments not made to firefighter. Will go ahead and pay.

1. Looked up information after discussion about Zoning maps at last council meeting. WAC 392-342-020 states that land must be free of encumbrances. MLHS and MLMS never vacated the streets. Legal counsel will research and get back to council.
 - iv. Councilmember Shaffer – no report.
 - v. Councilmember Pritchard – no report.
- C. Mayor Pro Tem – Will attend a Spokane County Steering Committee of Elected Officials re: growth management in place of Mayor Cooper. Has a Spokane Transit meeting on Thursday.
- D. City Administrator & City Staff
- i. Sonny Weathers, City Administrator –Updated on the Gray Fire Long-Term Recovery Group. 501(c)3 has been submitted. Weekly community meetings restart on October 25. School Board candidate forum in the high school auditorium on October 18. Great progress being made with tree removal from Gray Fire. Asked council to consider legislative priorities for our delegation prior to the next legislative session. Waterfront Park remains closed for safety concerns, signs posted in appropriate places. Many regulations and requirements exist to mitigate the risk. Progress is being made. Eastern State Hospital is working with contractors. Fuels need to be mitigated and reduced. People on the trail have made this difficult for workers to complete what they need to do. Medical Lake has over twelve miles of trails and paths, only 1.5 miles have been closed. Assured council and public that the city is following the shoreline management plan.

6. WORKSHOPS

- A. Purchasing a Van for Program Utilization – Glen Horton, Parks & Recreation Director
- i. Explained need for vehicle to transport participants. Would enable the city to hold summer day camps, day trips for adult and senior programs. ARPA can fund approximately \$50,000 of the vehicle cost. Shared some pros and cons on new vs used vehicles. Looking at the \$75,000-\$100,000 range. 15 passenger limit without requiring CDL. Any staff over 18 years old can drive.
 1. Councilmember Olson knows of other agencies that have too many vans now. Will provide phone number(s) to Mr. Horton.
 2. Councilmember Pritchard voiced support.
- B. Special Event Ordinance and Permit – Glen Horton, Parks & Recreation Director
- i. Current Ordinance is very vague. Legal is reviewing proposed new language. Looking to make it more standard with other city Park and Recreation departments. This year's annual review by WCIA provided suggestions on what to include in the permit.
- C. 2024 Fee Schedules – Koss Ronholt, Finance Director
- i. Gave presentation. See attached.

7. ACTION ITEMS

- A. Consent Agenda
- i. Approve **October 3, 2023**, minutes.
 1. Motion to approve made by councilmember Olson, seconded by councilmember Kulibert, carried 6-0.
 - ii. Approve **October 17, 2023**, Payroll Claim Warrants **50602** through **50609**, Payroll Payable Warrants **30039** through **30049** in the amount of **\$168,273.47** and Claim Warrants **50610** through **50659** in the amount of **\$481,681.28**.
 1. Finance Committee reviewed. Motion to approve made by councilmember Kulibert, seconded by councilmember Maxwell, carried 6-0.

B. Appointment of Citizen Advisory Board Members

- i. Independent Salary Commission
- ii. Parks and Recreation Advisory Board
- iii. Councilmember Kulibert stated that he had requested copies of the application packets to review prior to appointments. Mr. Weathers will provide.
 1. Motion to table appointments until November 7, 2023, Council meeting in order for councilmembers to review packets, made by councilmember Shaffer, seconded by councilmember Olson, carried 6-0.

8. RESOLUTIONS

- A. 23-630 CDBG Cooperation Agreement Amending Resolution 23-625 (Revision 2)
 - i. Sonny explained that this is another revision. Minor changes.
 - ii. Motion to approve made by councilmember Maxwell, seconded by councilmember Shaffer, carried 6-0.

9. ORDINANCES

- A. Second Read Ordinance 1116 Official Zoning Map (1) Correction to the 2019 Comp Plan Map
 - i. Legal counsel read the Ordinance onto the record.
 - ii. Mr. Weathers reviewed the Ordinance for council.
 - iii. Motion to approve made by councilmember Olson, seconded by councilmember Kulibert, carried 6-0.

- B. Second Read Ordinance 1117 Official Zoning Map (2) Land Use Changes after 2019 comp plan
 - i. Legal counsel read the Ordinance onto the record.
 - ii. Mr. Weathers reviewed the Ordinance for council.
 - iii. Motion to approve made by councilmember Kulibert, seconded by councilmember Olson, carried 6-0.

10. PUBLIC HEARING – None scheduled.

11. EXECUTIVE SESSION – None scheduled.

12. EMERGENCY ORDINANCES – No items listed.

13. UPCOMING AGENDA ITEMS

- A. Appointment of Citizen Advisory Board members.

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. none

15. CONCLUSION

- A. Motion to conclude the meeting at 7:53 pm made by councilmember Pritchard, seconded by councilmember Kulibert, carried 6-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

2024 RATE ADJUSTMENTS

1

RELATED FUNDS

- **Water Fund**
 - Short Lived Assets Maintenance
 - Increased cost of water purveyance
 - **Solid Waste Fund**
 - Contractor rate increases
 - **Wastewater Fund**
 - Increased cost of operations
 - Personnel
-

2

WATER

2023 Consumption Rate

Water Use Tier	Rate per thousand gal
0-20,000	\$1.10
20,001-30,000	\$1.20
30,001-40,000	\$1.30
40,000+	\$1.50

Proposed Consumption Rate

Water Use Tier	Rate per thousand gal
0-15,000	\$1.20
15,001-30,000	\$1.30
30,000+	\$1.60
N/A	

Rates charged to the City

- DSHS - \$1.12
- Spokane - \$1.87
- Well Production \$1.12

3

WATER (CONT.)

Operations & Short-Lived Assets

\$69,764.97 Deficit
 18,000 Average ERU Annual
 = \$3.88 Required increase

Monthly Base Rates

Type	2023	Proposed
Residential	\$16.00	\$20.00
Per Additional Dwelling unit	\$12.00	\$16.00
Outside City	\$24.00	\$30.00
Outside City per Additional Dwelling unit	\$18.00	\$24.00

4



5

SOLID WASTE (CONT.)

Proposed increase - 12% (all rates)

Example rates

Type	2023	Proposed
Residential 35 gal	\$19.17	\$21.47
Residential 64 gal	\$30.95	\$34.67
Commercial 64 gal	\$27.04	\$30.29
Additional bag or can	\$3.64	\$4.08
2 Yard Dumpster	\$165.29	\$185.14

6

ADMINISTRATIVE FEES

- Critical Areas Permit – \$500 per acre
 - Proposed change: set minimum of \$1,000 and maximum of \$8,000

7

WASTEWATER

Operations

\$210,310 Budget Deficit

- Incremental Rate Increases
- Succession Planning

Monthly Base Rates

Type	2023	Proposed
Residential	\$32.00	\$34.00
Commercial	\$41.61	\$43.61

8



From: [Tammy Roberson](#)
To: [Sonny Weathers](#); [Roxanne Wright](#)
Cc: [Mayor Terri Cooper](#); [Don Kennedy](#); [Theodore Olson](#); [Bob Maxwell](#); [Tony Harbolt](#); [Art Kulibert](#); [Keli Shaffer](#); [Chad Pritchard](#)
Subject: Written Comments for City Council Meeting on 17 Oct 2023 ** Please Acknowledge Receipt **
Date: Tuesday, October 17, 2023 11:05:20 AM
Attachments: [yfx2eltw.png](#)
[Closing North Portion of Medical Lake Trail email chain.pdf](#)

Good afternoon, Mr. Weathers.

Please acknowledge receipt.

Since there were no communications received (even to acknowledge receipt) from City Officials or City Council members about this concern, I have decided to have my email chain become part of the official record for the 17 Oct 2023 City Council Minutes.

BTW - many residents are also asking these same questions...

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

1. Meeting Date is 17 Oct 2023
2. Tammy Roberson
3. ML City Resident
4. Interested Citizens: Audience Requests and Comments

NOTE: As the City is trying to become more "transparent" to its residents, I would hope that they will answer the following question at the meeting, "Why is the north end of the trail closed due to "fire damaged trees which poses a direct safety hazard and requires removal" especially when there are no fire damaged trees? I can understand why the Park and the south end where the fire did actually go through is closed but not the north end. In other words, what is the City's real reason for closing the north portion of the Medical Lake trail? Just be honest with us and not say it is from "fire damaged trees which poses a direct safety hazard and requires removal." This is all I am requesting please.

As previously done in the past, requesting please that [this email](#) and also the [attached pdf file](#) become part (an attachment) of the approved final Minutes official record to be posted online.

Thank you for your time.

Tammy M. Roberson

Tammy M. Roberson, MBA
SMSgt USAF Retired
Disabled Veteran (100% service connected)

Subject: Fw: Re[3]: A Question Please

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

Sent: 10/15/2023 18:05:28

To: "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>;

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

Good Monday morning Mayor Cooper and City Council Members.

Hope everyone had a nice weekend - the weather was very nice indeed.

Ok, I have decided to forward my concerns to you all since I have not received any answers back from Mr Weathers (except for his initial canned answer below) on why the City closed the entire park (which includes the north end) supposedly due to "fire damaged trees which poses a direct safety hazard and require removal."

By the way, there are no "fire damaged trees" after a certain point on the trail heading north. This north part of the trail is the same as it was before the fire at the south end, after the fire, and for the last 20+ years. I am trying to understand why the entire trail had to be closed due to fire damaged trees that pose a direct safety hazard and require removal which is not totally correct. I am just requesting what the real reason is. Also, I would think the City would want to communicate this to their residents.

Mother Nature can give us a calming effect and some peace for our residents especially after this devastating fire. To ban our citizens from the north portion of the trail where there are no fire damaged trees (as indicated by the City) is NOT ok. It is NOT ok for the City to state the trail is closed at the north end due to fire damaged trees when there are none.

Please allow the citizens to use a portion of our trail which has seen no fire or at the very least, the real reason why it is closed.

I hope that someone from the City will answer my questions (highlighted below in yellow). Isn't the City trying to be "transparent" to its residents? In my viewpoint, stating that the north end of the trail is closed due to "fire damaged trees" especially when there are none is not remotely being transparent.

Thank you for your assistance, time, and helping our citizens enjoy Mother Nature in order to receive some inner peace at least for a short time period.

Warmest Regards,



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

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

From "Tammy Roberson" <tmroberson61@gmail.com>
To "Sonny Weathers" <SWeathers@medical-lake.org>
Cc "Roxanne Wright" <rwright@medical-lake.org>
Date 10/08/2023 14:06:16
Subject Re[3]: A Question Please

Good Monday morning, Mr Weathers.

Hope you had a nice weekend.

I had forgotten to ask you who the City's forestry consultant is (as stated below) or who the City has been in contact with (for advice, etc)? BTW - Who/Whom at DNR (as stated below) has the City been in contact with?

Also, since some of my questions were not answered in my original email (see below), I am asking these again and a few new ones...

- 1) Why shut down the entire trail whereby only a portion of it (at the south end) was burned?
- 2) How did the City come to the decision of closing the entire trail? What was their rationale? Who made this decision?
- 3) Was it dictated by the lease agreement or state regulations? If so, please give the state regulation. I will do a public records request for the lease agreement.
- 4) Why not move the barricades/signs/fencing down to where there were fire damaged trees (basically at the south end of the trail)? I would think this would be considered the "most

appropriate location" relating to the "fire damaged trees" not at the north entrance.

5) The trail has always been on state institutional grounds (it is state land - as stated below). The City leases it from the State. But now it is considered trespassing because the City states (see below), there are "fire damaged trees..." apparently at the north end also (not true). Does this mean since the north end looks the same before the fire and after the fire and has been like this for the past 20+ years, the residents were trespassing (for the last 20+ years) even before there was this fire? Nothing has changed at the north end but now the residents are trespassing... Does this make sense?

To ban our citizens from the north portion of the trail where there are no fire damaged trees (as indicated below) is NOT ok. It is NOT ok for the City to state the trail is closed at the north end due to fire damaged trees when there are none.

In my viewpoint, the City is not being "transparent" with their residents.

Thank you for your time.

Warmest Regards,



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

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

From "Tammy Roberson" <tmroberson61@gmail.com>
To "Sonny Weathers" <SWeathers@medical-lake.org>
Cc "Roxanne Wright" <rwright@medical-lake.org>
Date 10/06/2023 15:01:20
Subject Re[2]: A Question Please

Hi!

Thank you very much for your reply.

Yes, I can understand closing the trail where the fire went through for sure. I just don't understand why the north end of the trail is closed because there was no fire there and this part is no different now then before the fire went through...

Thank you.
Tammy

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

From "Sonny Weathers" <SWeathers@medical-lake.org>
To "Tammy Roberson" <tmroberson61@gmail.com>
Date 10/06/2023 14:52:30
Subject RE: A Question Please

Good afternoon,

The City leases the trail and park land from the state and is responsible for its maintenance and operation. The trail and park are closed due to fire damaged trees that pose a direct safety hazard and require removal. The signs and barricades have been placed at the most appropriate locations to communicate that the trail and park are closed until further notice. We are working with a forestry consultant and DNR to eliminate the concerns and will reopen the park and trail when it is deemed safe.

Kindest regards,



Sonny Weathers, City Administrator
City of Medical Lake
PO Box 369 | Medical Lake, WA 99022
509-565-5050
sweathers@medical-lake.org
www.medical-lake.org

From: Tammy Roberson <tmroberson61@gmail.com>
Sent: Friday, October 6, 2023 12:13 PM
To: Sonny Weathers <SWeathers@medical-lake.org>
Subject: A Question Please

Good afternoon, Mr. Weathers,

Hope you are enjoying this nice and little bit warmer weather we are having.

I am wondering what the City's rationale was to close the north end of the Medical Lake trail? The fire did not go beyond the trail that goes along the lake (which is on the left side (from the north) just before one gets to the last picnic area with a table and benches). Why is it considered trespassing now since it is State Institutional grounds? Has the ownership or lessee changed recently? Also, what was the basis of this decision and by whom? Did the City Council know about it?

I would understand this better if this barricade was put up at the place where the fire had stopped (which is quite apparent)...

Thank you in advance for answering these questions.

Take care and have a good weekend.

Tammy

From: [Tammy Roberson](#)
To: [Sonny Weathers](#); [Don Kennedy](#)
Cc: [Roxanne Wright](#); [Mayor Terri Cooper](#); [Theodore Olson](#); [Bob Maxwell](#); [Tony Harbolt](#); [Art Kulibert](#); [Keli Shaffer](#); [Chad Pritchard](#)
Subject: City Council Meeting on 17 Oct 2023
Date: Thursday, October 19, 2023 8:11:06 AM
Attachments: [1.png](#)

Good morning.

It is interesting to note that the comments I sent in for this City Council meeting were NOT even acknowledged during the public City Council meeting. These comments were submitted before your drop dead time of 4:00pm.

Please explain to me why my comments were not even acknowledged as stated that they would be per the instructions (located on the 1st page of the agenda under "Written Public Comments") which stated, "Note - if providing written comments, the comments received will be acknowledged during the public meeting, but not read..."

I am also wondering how many other written comments are received by the City and are not acknowledged as required...

Thank you for your time.



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