



**CITY COUNCIL REGULAR MEETING & PUBLIC HEARING
TUESDAY, DECEMBER 3, 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 (December 3, 2024) - **SEE NOTE**

Please note: To better serve our community, we are now offering Live Streaming of our Council Meetings on our YouTube channel (link is provided below). This will enable citizens who wish to just view the meeting and not participate (provide comments) to do so in the comfort of their homes. Those that wish to provide input during the citizen comment periods, may join the meeting as usual via the Zoom link.

- **Join the Zoom Meeting –**
<https://us06web.zoom.us/j/83528170150?pwd=LgSDA3WEa8pM2MsY97Ew7Up728QG9I.1>

Meeting ID: 835 2817 0150

Passcode: 446645

One tap mobile

+12532050468,,83528170150#,,, *446645# US

+12532158782,,83528170150#,,, *446645# US (Tacoma)

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

- **Watch the Live Stream on YouTube -**
<http://www.youtube.com/@CityofMedicalLake>

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

- 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. Committee Reports
 - B. Council Comments
 - C. Mayor
 - D. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator
- 6. WORKSHOP DISCUSSION**
 - A. Performance-Based Contracting and Investment Grade Audits with an ESCO
 - B. Remaining ARPA funds obligation (Resolution 24-723)
 - C. WWTP Self-Assessment Report
- 7. ACTION ITEMS**
 - A. Consent Agenda
 - i. Approve **November 19, 2024**, minutes.
 - ii. Approve **December 3, 2024**, Claim Warrants numbered **51962** through **52003** in the amount of **\$704,002.46**.
- 8. PUBLIC HEARINGS – 2025 Final Budget Hearing**
 - A. First Read Ordinance 1132 2025 Final Budget
- 9. RESOLUTIONS**
 - A. 24-720 City Hall Closures
 - B. 24-721 Addendum to the Collective Bargaining Agreement with Local 270-M
 - C. 24-722 Amending the Shoreline Master Program
- 10. ORDINANCES**
 - A. First Read Ordinance 1133 Q3 2024 Budget Amendments
- 11. EXECUTIVE SESSION – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



**CITY OF MEDICAL LAKE
COUNCILMEMBER EXCUSED ABSENCE
REQUEST FORM**

Councilmember: _____

Meeting type: _____ Meeting Date: _____

Reason for absence:

City Business

Military Orders

Ill or injured

Employer Business

Vacation

Other (*Please describe*) _____

Date Requested: _____

By phone

By e-mail

In person

Approved by Council/Committee motion on: _____

Denied by Council/Committee motion on: _____



To: Mayor and City Council
From: Koss Ronholt, Finance Director
TOPIC: COMMIT REMAINING ARPA FUNDS

Requested Action:

Staff direction to prepare a resolution to commit the remaining American Rescue Protection Act (ARPA) funds for specific projects and/or purchases, and for each project or purchase specifying how much shall be committed, any timelines or milestones, and any special conditions or expenditures.

Key Points:

ARPA must be committed by 12/31/2024 and spent by 12/31/2026. Approximately \$275,000 of these funds will be unspent by end-of-year 2024.

Background Discussion:

On July 19, 2022, Council allocated ARPA to nine spending categories: Public Works Equipment, Aerators, Broadband, Wastewater Treatment Plant Capital Purchases, Civic Non-Profit Support, Expanded Parks & Trails, Downtown Beautification, Auditorium Remodel, and City Technology and Training. Please see the attached Project Budget Report for category activity and remaining budget.

Public Involvement:

Citizens may comment during the regular meeting's comment period.

Next Steps:

A resolution will be brought forward on the November 19, 2024 Regular Council meeting to formally commit all remaining ARPA funds for specific projects and/or purchases.

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

6:30 PM
November 19, 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 (via Zoom)
Keli Shaffer
Lance Speirs
Don Kennedy
Bob Maxwell
Ted Olson
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Dave Yuhas, Code Enforcement Officer
Koss Ronholt, Finance Director
Elisa Rodriguez, City Planner
Steve Cooper, WWTP Director
Roxanne Wright, Admin. 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.
 - i. Councilmember Pritchard attended on Zoom with all other Council members present in person.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Olson, seconded by Councilmember Kennedy, carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. none

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Spokane Transit Authority Connect 2035 Update
 - i. Representatives from STA gave a presentation (see attached). Discussion held regarding bus stop improvements for Medical Lake.

5. REPORTS

- A. Public Safety
 - i. FD3 Chief Rohrbach introduced Terry Bunce as the new public affairs director for the district. Shared recent stats for September, 49 calls, second lowest for the year. Wrapping up wildfire season. National wildfire stats broke the record. He expects that trend to continue given conditions. Citizens can call 509-235-6645 to get a free home assessment done for fire mitigation.

- ii. Justin Lundgren, Inspector with Spokane County Sheriff – happy with crime stats. Nothing to be concerned with. Recruiting in overdrive the last 18-24 months, filling vacancies, and hoping to add additional patrols including two-officer patrols. Discussed student engagement and careers.

B. Committee Reports

- i. Councilmember Pritchard – Reported on the HCDAC meeting last week.
- ii. Councilmember Shaffer – Finance Committee reviewed Claims and everything looks good.
- iii. Councilmember Speirs – Encouraged everyone to provide feedback to STA on their website.
- iv. Councilmember Kennedy - Reported on the SRTC meeting last week. All council appointments will expire in December.
- v. Councilmember Maxwell – General Government Committee discussed Lefevre Street underground lines. Snow preparation is underway.
- vi. Councilmember Olson – Safety Committee reported that the WWTP Hazard Mitigation program is still in development with training in progress.
- vii. Councilmember Harbolt – No committee reports.

C. Council Comments

- i. Councilmember Pritchard – none
- ii. Councilmember Shaffer – none
- iii. Councilmember Speirs – none
- iv. Councilmember Kennedy – none
- v. Councilmember Olson – none
- vi. Councilmember Harbolt – none

- D. Mayor Cooper – Employee Retreat on November 20th, 10am-2pm. Planning Commission on November 21st. Winter Festival on December 14th.

E. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – no report.
- ii. Koss Ronholt, Finance Director - 2024 Q3 Budget Report – informed Council that the report includes information up to mid-November. Gave a presentation (see attached). Discussion held. Mayor – shared with Council that there are sufficient revenues to cover the budget amendments.
- iii. Dave Yuhas, Code Enforcement Officer – 2024 Q3 Code Enforcement Report – gave a presentation (see attached).

6. WORKSHOPS

A. Preliminary Budget Review

- i. Mr. Ronholt asked for questions or concerns regarding the draft budget. There were none.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **November 5, 2024**, minutes.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.
- ii. Approve **November 19, 2024**, Claim Warrants numbered **51915** through **51961** in the amount of **\$330,220.94**, Payroll Claim Warrants numbered **51907** through **51914** and Payroll Payable Warrants numbered **30180** through **30187** in the amount of **\$174,669.42**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 7-0.

- B. Re*Imagine Medical Lake Winter Festival Fireworks Display Permit

- i. Mr. Weathers reviewed the permit. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 7-0.

8. PUBLIC HEARINGS - none

9. RESOLUTIONS

- A. 24-718 Comcast Infrastructure to Medical Lake Library
 - i. Mr. Weathers reviewed. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 7-0.
- B. 24-720 Personnel Policy Amendment for Holiday Office Closure
 - i. Mayor Cooper reviewed. Motion to approve made by Councilmember Olson, seconded by Councilmember Speirs, discussion held. Questions regarding if an employee was required to work and how the time off is paid. Motion failed.
 - 1. Motion to table until legal counsel reviews made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 7-0.

10. ORDINANCES

- A. Second Read Ordinance 1130 MLMC Text Amendments for Land Use Reviews
 - i. Ms. Rodriguez reviewed and shared that all corrections were made.
 - ii. Legal counsel read onto the record.
 - iii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 7-0.
- B. Second Read Ordinance 1131 2025 Property Tax Levy Amount
 - i. Legal counsel read onto the record.
 - ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-2 with Councilmembers Speirs and Pritchard voting nay.
- C. First Read Ordinance 1119 Special Events
 - i. Mayor Cooper asked the Council to suspend rules for a Second read and do both First and Second reads tonight. Mr. Weathers explained that during the recent WCIA audit, a mandatory code amendment was needed. An extension was granted until December 1st which falls short of the next council meeting. Discussion held.
 - ii. Motion to approve made by Councilmember Kennedy then withdrawn. Need to approve the suspension of rules first. Motion to suspend rules and do both first and second reads made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.
 - iii. Legal counsel read onto the record.
 - iv. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 6-1 with Councilmember Harbolt voting nay.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Mayor Cooper acknowledged a citizen comment received regarding the Coney Island Dock appeal approval. *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.*

15. CONCLUSION

- A. Motion to conclude at 8:33 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

Terri Cooper, Mayor

Koss Ronholt, Finance Director/City Clerk

Date

DRAFT



Spokane Transit Updates

Medical Lake City Council
November 19, 2024



Spokane Transit: Medical Lake's Transit System

- Service provided:
 - Route 62: 48,568 rides during past 12 months
 - Paratransit: 2,820 rides in 2023
 - Rideshare: 5 groups/22 riders
- Planned improvements to Route 62 from SR 902 to 4th Street
- Proposed adjustments to Route 62 in 2025 to make service easier to use



Presentation Outline

- Connect 2035
- 2025 Service Revisions
- SR 902 bus stop improvements

Connect 2035

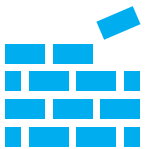
Connect 2035 is STA's New 10-year Strategic Plan



Goal 1 – Elevate the customer experience



Goal 2 – Lead and collaborate with community partners to enhance the quality of life in our region



Goal 3 – Strengthen our capacity to anticipate and respond to the demands of the region

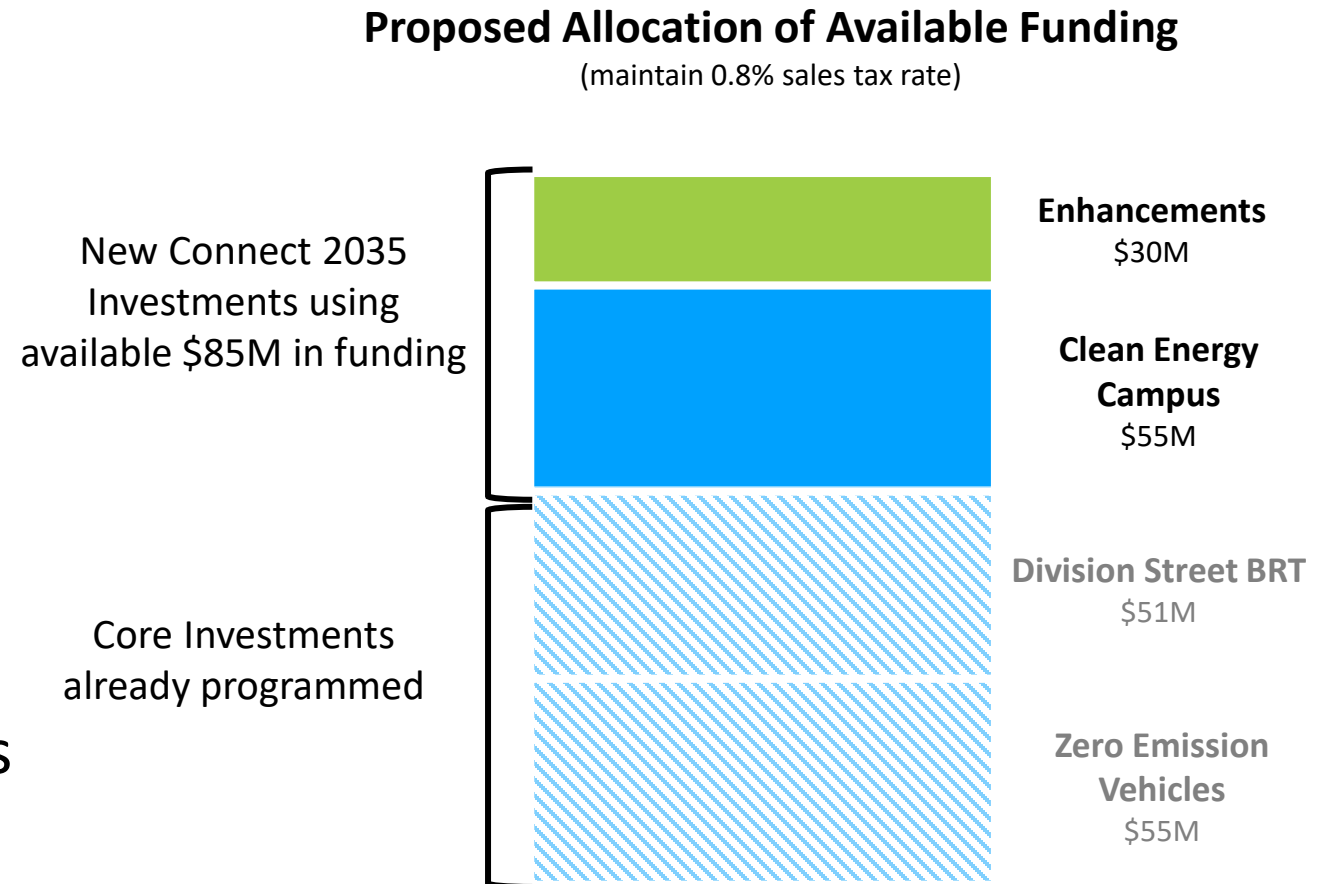
Community Engagement Summary

- Online surveys
- Open houses
- Rider forums
- Board of Directors
- Community based organization (CBO) listening sessions and Check-ins
- Business outreach and focus groups
- Plaza activation
- Citizen Advisory Committee (CAC) and Insight Network
- Community leaders and stakeholders
- STA employees

Contact Type	Touches to date
Direct (email, phone, letter)	135
Email newsletter (subscribers)	944
Presentations/Tabling (Boards, committees, community events)	346
Listening Sessions and Check-Ins	77
Open Houses	40
Surveys (Community, Insight Network, Plaza interactive)	1,637
Tele Town Hall	9,415
Total	12,594

Enhancements

- Forecast \$85M available for strategic investments (along with outside grants) contingent on renewal of 0.8% sales tax rate
- Dedicate \$55M from available resources to the clean energy campus
- \$30M available for Enhancements



Initiatives List Highlights

Goal 1

- Pilot a safety ambassador program with trained personnel on buses and at facilities
- Launch an inclusive MOD pilot geared towards older adults and people with disabilities

Goal 2

- Increase programs teaching new riders to use the transit system
- Conduct planning and design for future HPT corridors
- Fund station area TOD planning efforts in partnership with municipalities

Goal 3

- Make targeted investments in staffing to expand competencies in support of strategic internal and external initiatives.
- Increase transparency by developing user-friendly, public-facing dashboards for key performance indicators

Draft Plan Outline

- Executive Summary
- Transit in Our Region
- Connect 2035 Framework
- Connect 2035 Projects and Investments
- Tracking Our Progress
- Conclusion
- References and Appendices

Plan available at: <https://staconnect2035.com/>



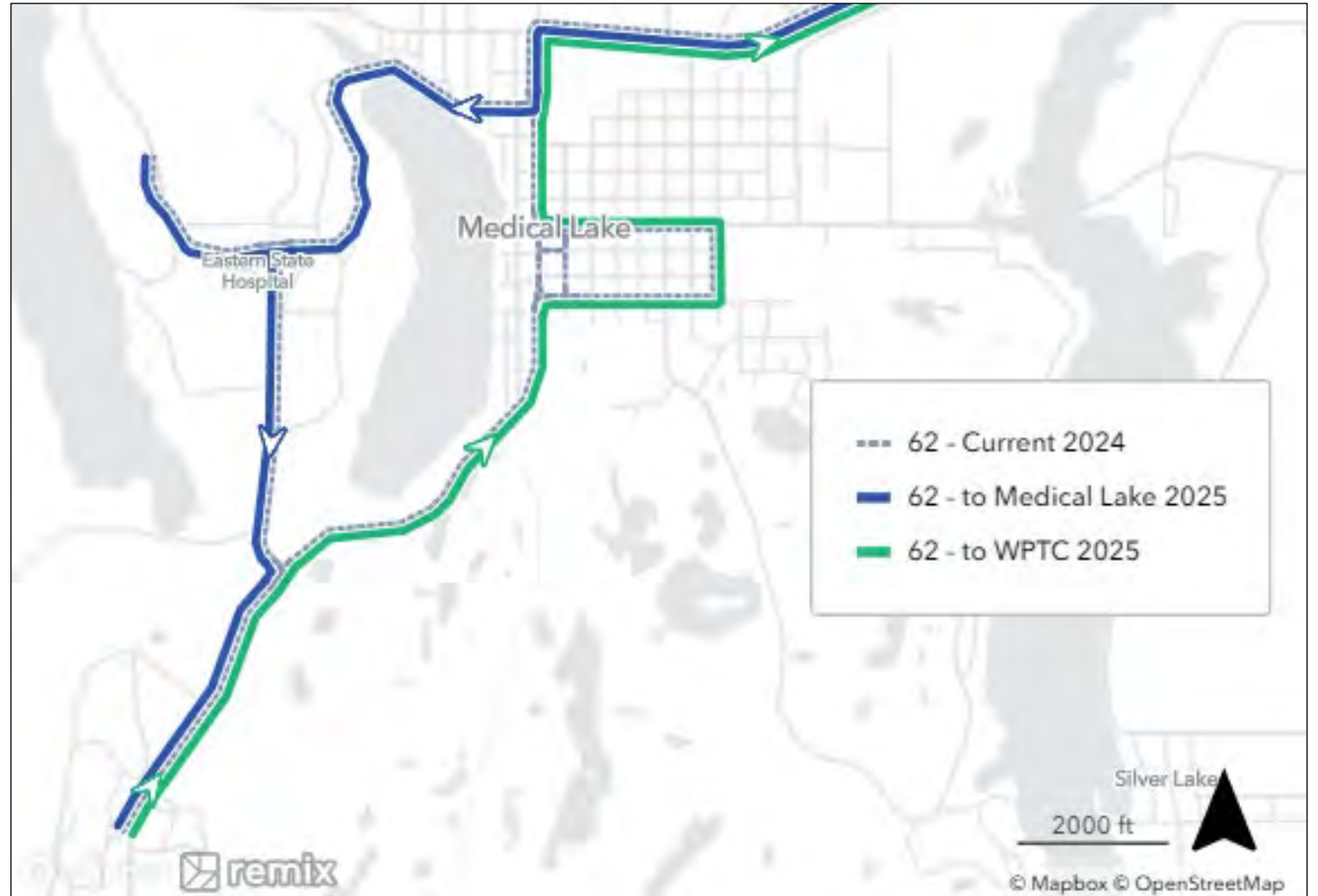
2025 Service Revisions

Draft for Public Input

November 2024

2025 Service Revisions - Route 62 Medical Lake

- Current schedule and routing changes by time of day and trip
- Proposing to simplify schedule and routing with consistent inbound and outbound pattern
- Current proposal will require new bus stops on Campbell, Prentis and Lake Streets, since bus direction would be opposite of existing conditions
- Proposal based on continuous network assessment



Other Changes in the West Plains – Airway Heights

- **Route 61 Highway 2/Fairchild**
 - **Propose route change to Deer Heights Road**
 - Closer access to MultiCare Clinic and Goodwill (south side of US 2)
 - Aligns with future HPT routing
 - **Introduce 15-minute service during AM and PM peaks**
- New peak trips are included in STA Moving Forward
- Network assessment / optimization



Route unchanged at FAFB and downtown Spokane

- **Route 65 Hayford**
 - **Extend service on 6th Ave** where STA is helping to fund multimodal improvements
 - **Serve 10th Ave**, adding service near new Yoke's location
- Dependent on timely construction completion
 - 6th Avenue to Craig Road
 - **Craig Road/US 2 Roundabout**



Other Changes in the West Plains – Cheney

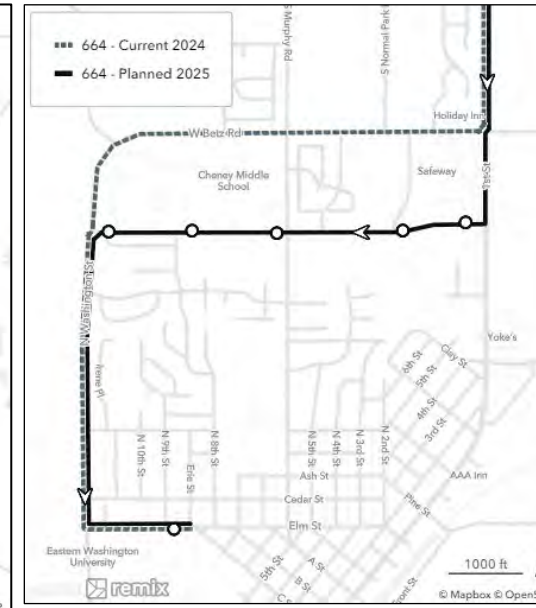
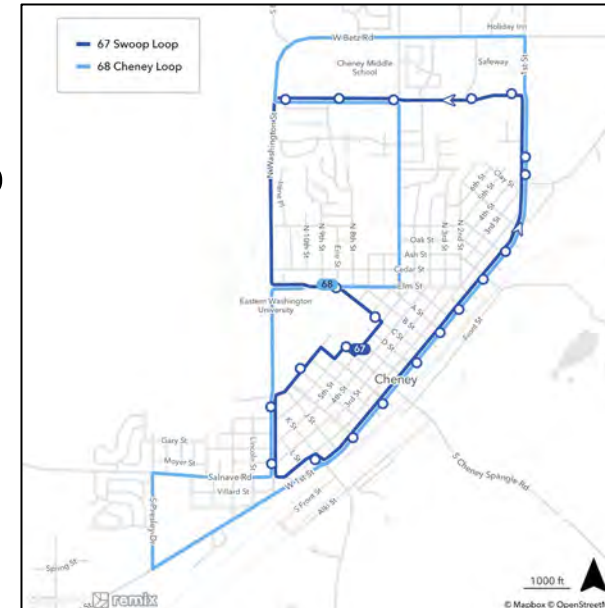
- **Double Decker Buses!**
 - Seven double decker buses dedicated to Cheney Routes beginning September 2025
 - Increase capacity for regional HPT service while streamlining express routes
 - **Propose routing change to remove the Salnave/Presley loop from Route 6 Cheney**



Bus for illustrative purposes only



- **Purpose to discontinue Route 67 Swoop Loop**
 - Struggles to recover ridership
 - Riders show preference for Route 68 Cheney Loop
 - Increased virtual attendance vs on campus
 - **Propose re-routing of Route 664 EWU South Express** to address service adjustments from Route 67



Public Survey is Open

- Public survey is open from November 13 to December 15, 2024, to inform communities of purposed changes and collect feedback

<https://www.spokanetransit.com/survey/survey-2025-service-revisions/>

A flyer for the Spokane Transit Authority (STA) 2025 Service Revisions Survey. The flyer has a blue and white color scheme. At the top left is the Spokane Transit logo. Below it, the word "SURVEY" is written in large, bold, blue letters, followed by "2025 SERVICE REVISIONS" in smaller blue letters. A central graphic shows two photos of buses: a blue and white bus on a bridge and a black bus on a street. To the right of the photos is a QR code. At the bottom, the URL "spokanetransit.com/2025revisions" is displayed in white text on a blue background. A text box on the left side of the flyer states: "STA is seeking your input on proposed service changes for 2025. Your feedback will help refine these adjustments to better serve our community." The background of the flyer features a pattern of white dots on a blue field.

Spokane Transit

SURVEY

2025 SERVICE REVISIONS

STA is seeking your input on proposed service changes for 2025. Your feedback will help refine these adjustments to better serve our community.

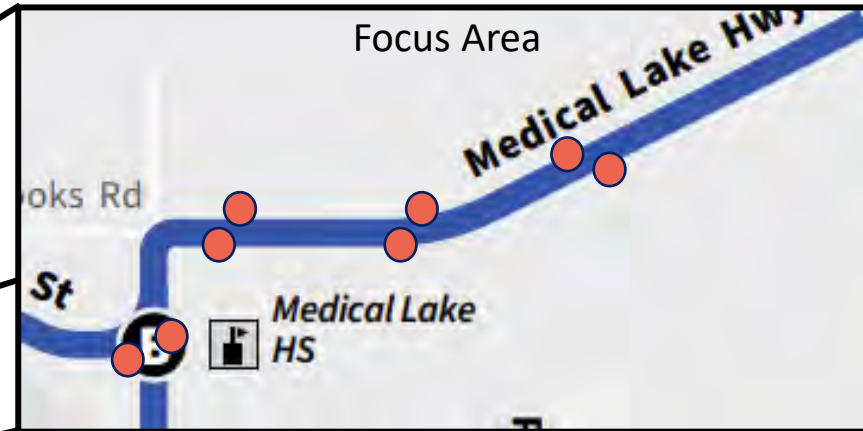
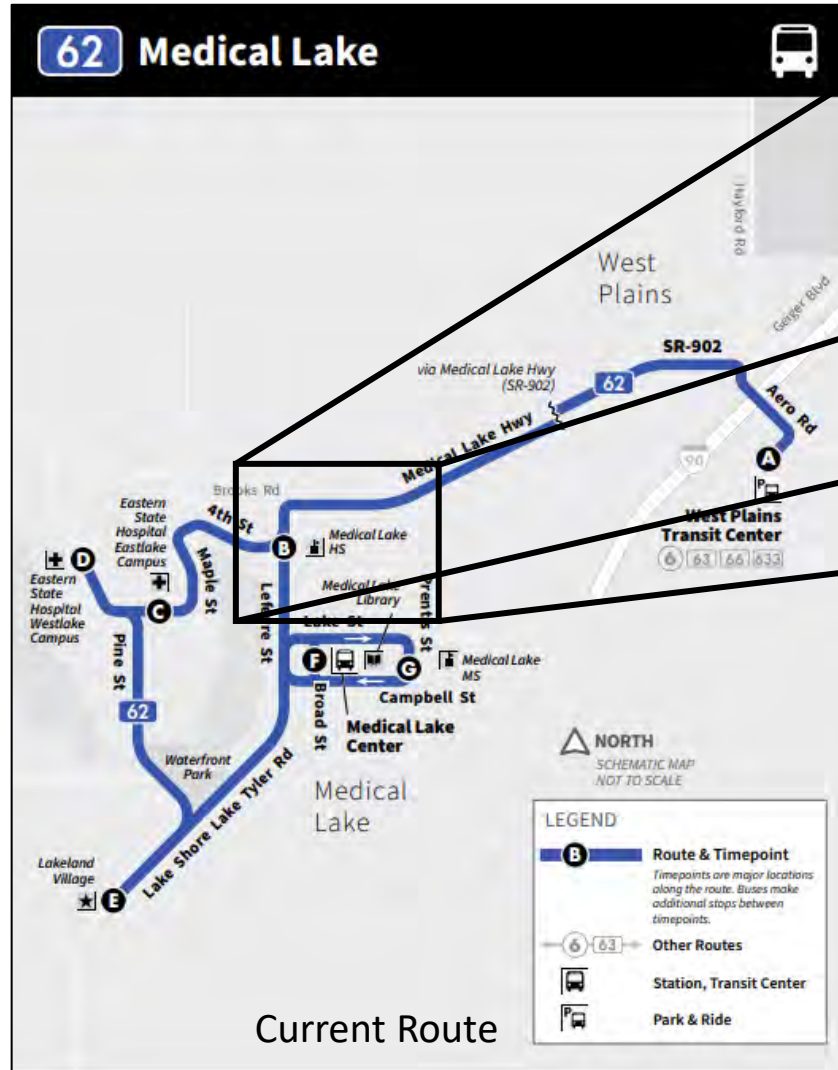
[spokanetransit.com/2025revisions](https://www.spokanetransit.com/2025revisions)

Public Survey Advertisement

Flyers at Bus Stops
STA Website
Social Media Campaign
Bulkhead Signs
Plaza Stanchions

SR 902 Bus Stop Improvements

Route 62 Bus Stop Upgrades



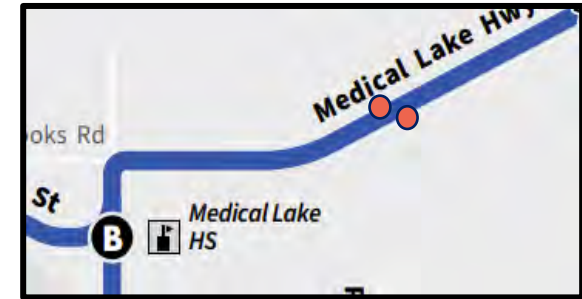
- Move 902@Graham stops with city limits for safety in acceleration corridor
- Increase visibility of stops
- Bring stops into compliance with ADA requirements

SR 902 @ Graham (Existing)

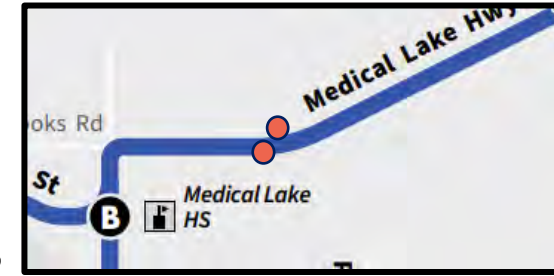
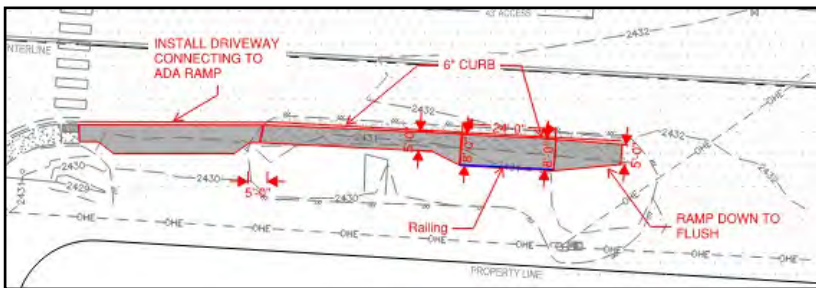


Proposed Improvements

- IB – Expand pad, 8' x 8' final
 - Maintain location
 - Expand so bench does not prevent ADA access
 - Add ramps, railing
 - Add post and flag
- OB – New 8' x 8' ADA pad
 - Raised with 6" curb, ramps, railing
 - Relocate out of t-intersection
 - No WSDOT jurisdiction



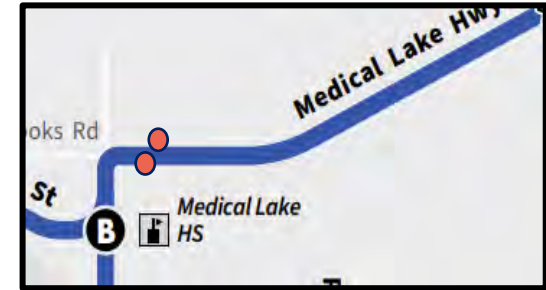
SR 902 @ Stanley (Existing)



Proposed Improvements

- OB – New 8' x 8' ADA pad
 - Maintain stop location, 18.3' behind crosswalk
 - Taper, ADA ramp eliminate far side relocation
 - Raised with 6" curb, ramps, and railing
- IB – New 8' x 24' ADA pad
 - Relocate far side
 - Add driveway connections
 - Raised with 6" curb, ramps

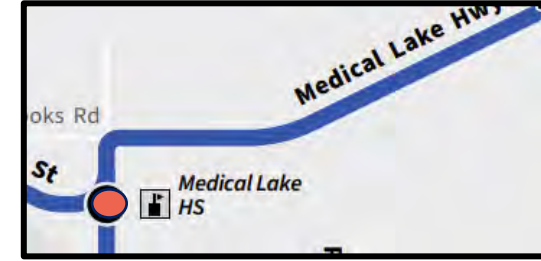
SR 902 @ Lefevre (Existing)



Proposed Improvements

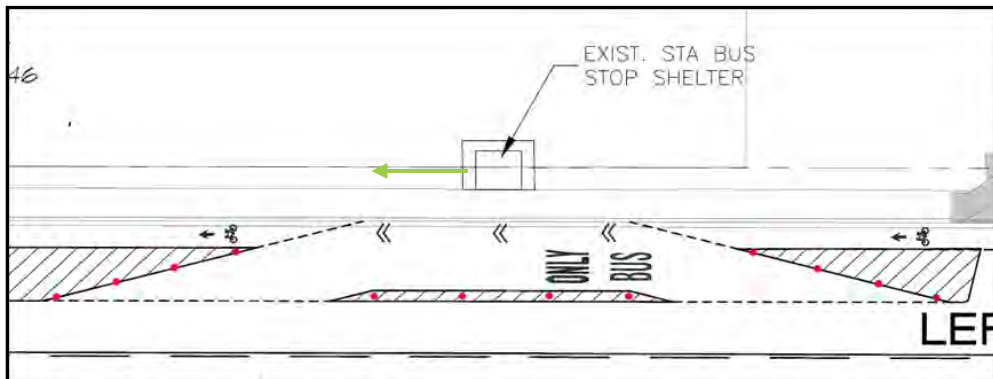
- OB – New 8' x 8' ADA pad
 - Maintain stop location
 - Raised with 6" curb, ramps, railing
- IB – New 8' x 8' ADA pad
 - Shift east out of t-intersection
 - Raised with 6" curb, ramps, railing

Lefevre @ Medical Lake High School (Existing)

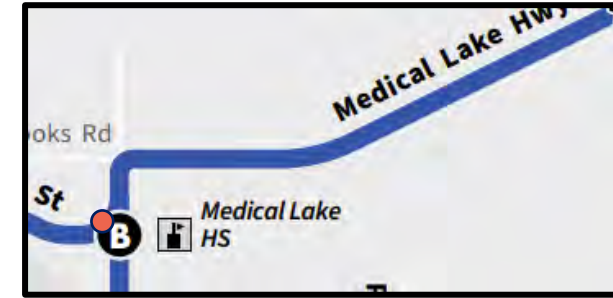


Proposed Improvements

- City project adds striping for pullout lane
- Relocate 10-15ft north to align with new lane
- New pad, bollards and shelter
- Demo old, damaged pad, bollards
- SLA – ROW insufficient for new pad
- Requested City add delineators for winter visibility



Lefevre @ James (New)



Proposed Improvements

- New 8' x 8' ADA pad
 - Relocate N from 4th to James
 - Sidewalk connection to crosswalk
 - 6" curb, ramps
- Current 4th St. location puts stop directly in a right-turn only lane per City's new improvement project

Thank you!



Budget Report

Quarter 3 (Inc. Oct) – 2024 (83%)

General Fund

Account Type	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$2,548,853	\$2,265,621	89%
Expense	\$2,965,662	\$1,987,764	67%

Activity Analysis

- Sales tax, gas tax, electric B&O, building permits, plan check fees and interest revenues above expectations

General Fund Departments

Department	Current Total Budget	Fiscal Activity	Percent Used
Non-Departmental	\$1,007,300	\$649,111	64%
Grants	\$454,250	\$89,741	20%
Legislative	\$64,947	\$43,605	67%
Court	\$64,600	\$63,143	98%
Executive	\$261,721	\$206,183	79%
Legal	\$117,790	\$102,067	87%
Administrative Svcs	\$631,915	\$595,085	94%
Code Enforcement	\$92,095	\$52,608	57%
Building & Planning	\$271,043	\$183,110	68%

Special Revenue Funds

Streets 101	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$262,636	\$193,930	74%
Expense	\$268,860	\$219,901	82%
Streets – Restricted 104			
Revenue	\$1,475,000	\$794,698	54%
Expense	\$1,545,500	\$804,726	52%
ARPA 107			
Revenue	\$5,000	\$51,228	1,025%
Expense	\$531,219	\$272,052	51%

Special Revenue Funds (cont.)

Public Safety 110	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$701,400	\$708,963	101%
Expense	\$705,941	\$597,381	85%
Parks & Rec. 112			
Revenue	\$523,000	\$448,625	86%
Dept.: Parks & Rec.	\$399,942	\$307,868	77%
Dept.: Parks Facilities	\$212,006	\$202,830	96%
Emergency Response 113			
Revenue	\$75,000	\$189,523	253%
Expense	No budget	No Activity	

Special Revenue Funds

City Beautification 125	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$6,050	\$5,750	99%
Expense	\$6,500	\$346	5%
Tourism 126			
Revenue	\$6,700	\$16,199	242%
Expense	\$66,500	\$51,995	78%

Capital Improvement Funds

Capital Improvement 301	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$108,680	\$62,793	48%
Expense	\$364,000	\$127,624	35%
Parks Improvement 302	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$250,500	\$538,667	215%
Expense	\$295,000	\$133,835	45%

Proprietary Funds

Water 401	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$852,000	\$856,105	100%
Expense	\$847,969	\$823,938	97%
Water - Restricted 402			
Revenue	\$625,000	\$602,883	96%
Expense	\$750,000	\$532,945	71%
Solid Waste 407			
Revenue	\$695,000	\$660,073	95%
Expense	\$728,332	\$695,562	95%

Proprietary Funds (cont.)

Wastewater 408	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$1,305,500	\$1,260,698	97%
Dept.: WWC	\$387,007	\$290,307	75%
Dept.: WWT	\$1,086,756	\$1,097,979	101%
Wastewater – Restricted 409			
Revenue	\$0	\$249,109	%
Dept.: WWT	\$1,330,000	\$448,429	34%
Broadband 410			
Revenue	\$0	\$4,073	%
Expenditures	\$104,000	\$2,250	2%

Possible Budget Amendments

- General Fund – Total \$71,000
 - **Administrative Services** - Unanticipated medical insurance premiums and IT services. \$65,000 impact
 - **Legal** – Increase in City Prosecutor and Public Defender. \$6,000 impact.
- Streets Fund – Total \$22,000
 - Underbudgeted street lights electricity cost, insurance, unanticipated CDL training, overtime, and equipment repairs. \$22,000 impact.
- Public Safety Fund – Total \$20,000
 - **Law Enforcement** - Underbudgeted for Sheriff contract. \$18,000 impact.
 - **Animal Control** – Increase in SCRAPS contract. \$2,000 impact.
- Parks and Recreation – Total - \$12,000
 - **Parks Facilities** – Underbudgeted insurance and additional use of Parks Maintenance staff. \$12,000 impact
- Wastewater Treatment Department – Total \$116,000
 - Floating Mixer and Kabota snow plow. \$26,000 impact
 - Filter media & pumps, pH probe, sampler, turbidity meter, misc. tools & equipment, insurance, training. \$90,000 impact

Possible Budget Amendments (cont.)

- Water Fund – Total \$75,000
 - Department of Revenue audit, additional recognition of taxes, unanticipated usage of Spokane intertie for water, additional water certification memberships and training. \$75,000 impact.
- Unemployment Compensation Fund – Total \$27,000
 - Unanticipated unemployment compensation claims. \$16,000 impact. Recommend \$27,000 amendment and transfer from General fund to leave reserves for 2025.

Thanks!

Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024



Cases

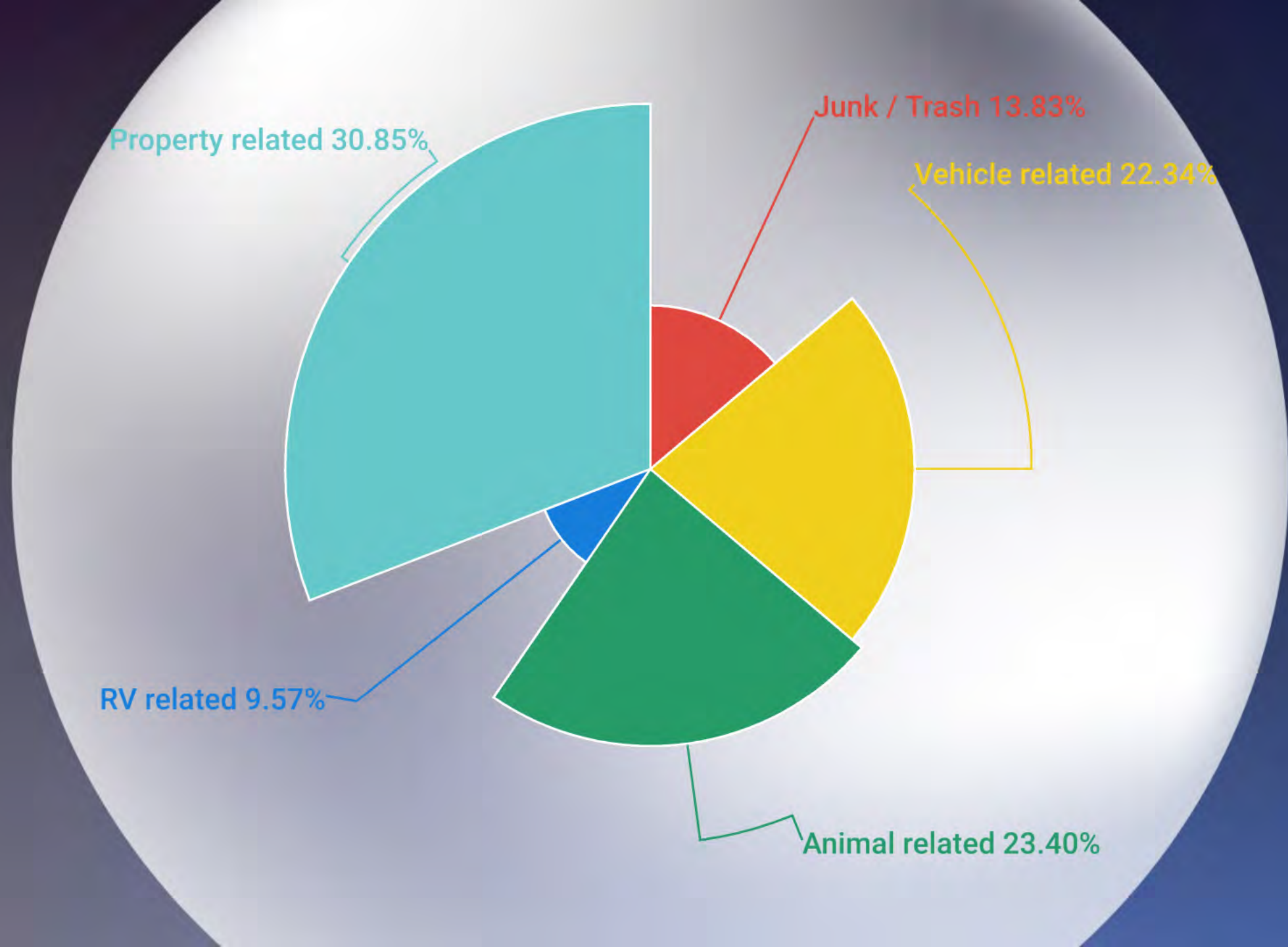
*Moving
forward*

Successes

**Currently 97
Cases**

**Closed 2023 with
85 Cases**





Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024



Moving forward

- *Enforcement of Abandoned vehicle / Junk vehicles*
- *Vacant Property work*
- *Code Enforcement SOP*
- *Excited about update to Title 1 (Enforcement)*
- *Community outreach*
- *Updates to the new website*



Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024



Successes

- *Enforcement of Shipping Containers has gone well*
- *Properties have shown improvement*
- *WA Association of Code Enforcement conference was informative*
- *Currently in training - The Collaborative Approach to Hoarding (Hoarding and Cluttering disorder)*

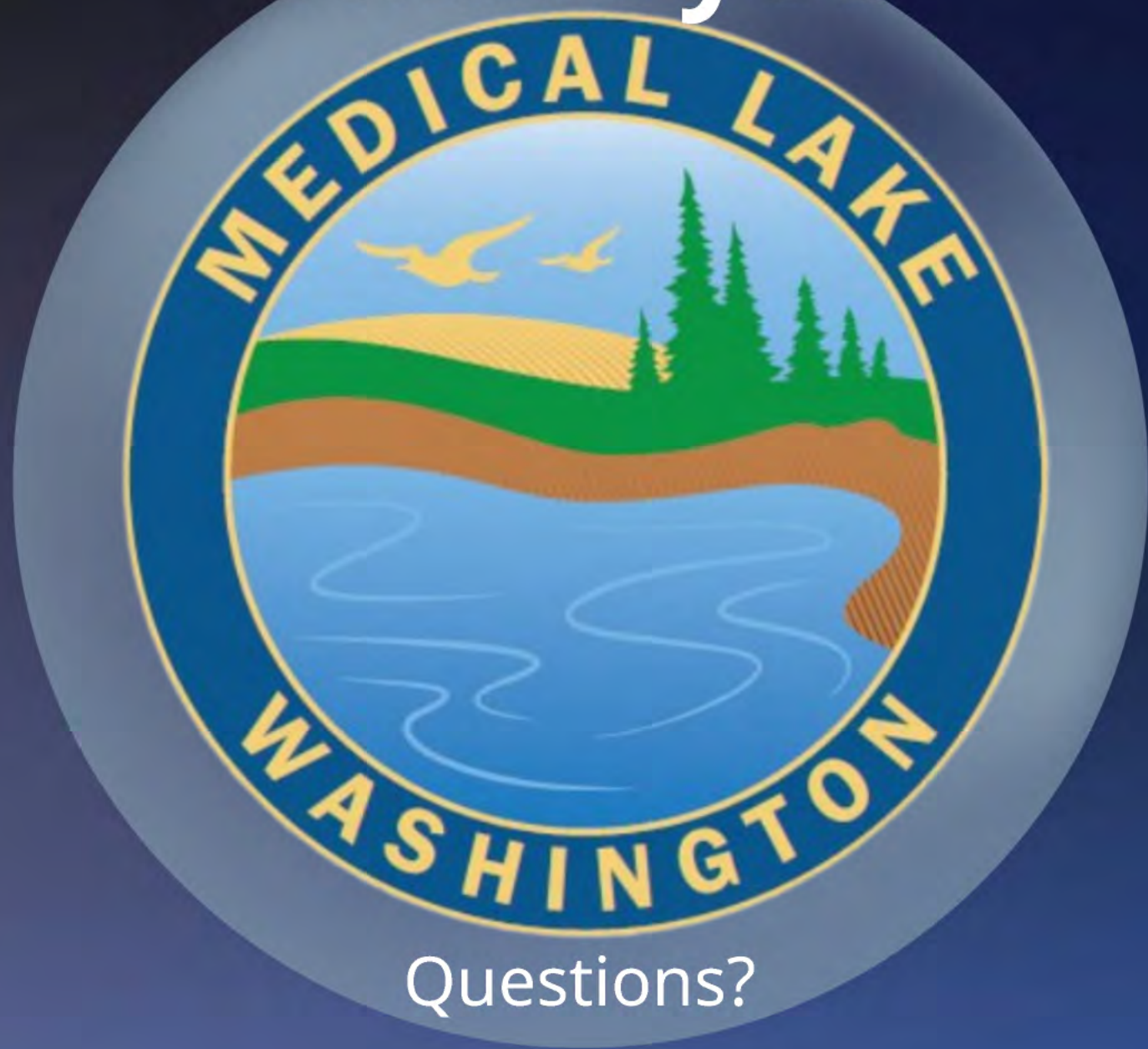


Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024



Thank you



Questions?

Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024



Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024



Cases

*Moving
forward*

Successes

City of Medical Lake

2025 Final Budget

Presented by Mayor Terri Cooper



Full Budget document provided separately.
Please see website (medical-lake.org), link next
to December 3, 2024 agenda

**ORDINANCE NO. 1132
CITY OF MEDICAL LAKE
SPOKANE COUNTY,
WASHINGTON**

**AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A
BUDGET FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025,
APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR
ESTABLISHED POSITIONS.**

WHEREAS, state law requires the Mayor to prepare a preliminary budget for the City of Medical Lake at least sixty (60) days before the beginning of the City's fiscal year beginning January 1, 2025 and ending December 31, 2025; and

WHEREAS, the Mayor, in consultation with City Staff, has prepared and placed on file with the City Clerk a preliminary budget together with an estimate of the amount of money necessary to meet the expenses of the City; and

WHEREAS, notice was posted and published on October 17, 2024, that the City Council of the City of Medical Lake would meet and receive public comment in the City Council chambers prior to the adoption of the budget; and

WHEREAS, the attached 2024 Budget of the City of Medical Lake reflects the provision of municipal services and programs that will enhance the public health, safety and welfare of the citizens; and

WHEREAS, the City Council has determined that the best interest of the City is serviced by adopting the budget set forth herein.

NOW, THEREFORE, the City Council of the City of Medical Lake, Washington, does ordain as follows:

Section 1. Adoption of the Budget. The budget for the City of Medical Lake for the year 2025 is hereby adopted at the department level and as the balanced budget for the City with appropriations limited to the total estimated revenues and ending fund balance of the City. The final budget of \$16,584,447, attached hereto by this reference, is incorporated herein pursuant to RCW 35A.33.075.

Estimated resources for each separate fund of the City of Medical Lake, and aggregate expenditures and operational transfers for all such funds and departments for the year 2025 are set forth in a summary form in Exhibit A.

Section 2. Positions, Salary Schedules and Adjustments. The various positions and salary ranges for City employees are adopted in the form and amounts attached to this Ordinance as Exhibit B. The total authorized and budgeted quantity of Full Time Equivalent employees are adopted in this form and amounts attached to this Ordinance as Exhibit C. To further the efficient operation of the City, the Mayor is authorized to make transfers between individual appropriations within any one fund for the 2025 budget. The Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Transmittal. A complete copy of the budget, as adopted, together with a copy of this Ordinance, shall be transmitted by the City Clerk to the State Auditor and to the Association of Washington Cities as per RCW 35A.33.075.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance 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 Ordinance.

Section 5. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 17th day of December, 2024.

Mayor, Terri Cooper

ATTEST:

Koss Ronholt, Finance Director/
City Clerk

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

Date of Publication: _____

Effective Date: _____

City Medical Lake
124 S. Lefevre Street
Medical Lake, WA 99022
509-565-5000

NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL

The following is the title and summary of Ordinance No. 1132 passed by the City of Medical Lake City Council on the 17th day of December, 2024.

AN ORDINANCE OF THE CITY OF MEDICAL LAKE, WASHINGTON, ADOPTING A BUDGET FOR THE PERIOD JANUARY 1, 2025 THROUGH DECEMBER 31, 2025, APPROPRIATING FUNDS AND ESTABLISHING SALARY SCHEDULES FOR ESTABLISHED POSITIONS

Section 1. Identifies the adoption of the 2025 annual budget for the City of Medical Lake and incorporates said budget for the respective City departments, including appropriations for City revenues and expenditures pursuant to law.

Section 2. Identifies the positions, salary schedules and adjustments for the various positions and salary ranges for City employees as set forth in the incorporated annual budget and authorizes the Mayor to make transfers between individual appropriations within any one fund for the 2025 budget. Additionally, the Mayor may make salary adjustments as deemed appropriate in the exercise of reasonable discretion.

Section 3. Establishes the requirement for the City Clerk for the City of Medical Lake to transmit a complete copy of the 2025 budget and Ordinance No. 1132 to the Washington State Auditor and Association of Washington Cities.

Section 4. Establishes a severability clause in the event some portion of the Ordinance is held invalid.

Section 5. Establishes an effective date for Ordinance No. 1132 for five (5) days after publication of the Ordinance, or a summary thereof, in the official newspaper of the City, as provided by law.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

Koss Ronholt, Finance Director/City Clerk

Published: _____

Exhibit A
City of Medical Lake
2025 Final Budget - Summary

	Beginning Bal.	Revenues	Expenditures	Ending Bal.
001 General Fund	\$ 1,940,096	\$ 2,537,581		\$ 1,020,752
001 Legislative Dept.			\$ 87,618	
001 Municipal Court Dept.			65,500	
001 Executive Dept.			300,755	
001 Administrative Services Dept.			662,292	
001 Legal Dept.			127,800	
001 Code Enforcement Dept..			88,084	
001 Building & Planning Dept.			259,875	
001 Grants			287,500	
001 Transfers Out			1,577,500	
100 Impact Fees Fund	33,803	1,100	3,000	31,903
101 Streets Fund	12,000	290,023	273,597	28,426
104 Streets - Restricted Fund	-	5,221,543	5,214,660	6,883
105 Leave & Severance Fund	110,321	20,499	50,000	80,820
106 Contingency Fund	25,000	300	-	25,300
107 ARPA Fund	325,000	2,000	-	327,000
110 Public Safety Fund	323,298	651,400		213,875
110 Law Enforcement Dept.			712,875	
110 Environmental Preserv. Dept.			26,448	
110 Animal Control Dept.			21,500	
111 Criminal Justice Fund	32,500	7,175	33,000	6,675
112 Parks & Recreation Fund	11,122	573,800		8,235
112 Parks & Recreation Dept.			351,944	
112 Parks Facilities Dept.			224,743	
113 Emergency Response Fund	263,686	1,000	-	264,686
125 City Beautification Fund	12,000	13,850	10,000	15,850
126 Tourism Fund	-	121,500	120,500	1,000
301 Capital Improvement Fund	225,224	167,500	360,000	32,724
302 Parks Improvement Fund	180,000	263,000	443,000	-
401 Water Fund	522,464	907,550	899,577	530,437
402 Water - Restricted Fund	434,342	597,375	645,000	386,717
407 Solid Waste Fund	200,146	776,750	822,888	154,008
408 Wastewater Fund	337,623	1,496,501		268,333
408 Wastewater Collection Dept.			368,888	
408 Wastewater Treatment Dept.			1,196,902	
409 Wastewater - Restricted Fund	1,065,000	468,750	1,245,000	288,750
410 Broadband Fund	121,369	4,000	104,000	21,369
501 Unemployment Compensation	-	15,000	-	15,000
635 State Custodials Fund	-	-	-	-
	<u>\$ 6,174,994</u>	<u>\$ 14,138,197</u>	<u>\$ 16,584,447</u>	<u>\$ 3,728,744</u>

Notes

- 1 Expenditures for **Funds** with budgeted Departments are broken down by Department
- 2 Revenue and Expenditure totals include inter-fund transfers. See 'Summary Non-Revenues' for details
- 3 Beginning and Ending Balances are **Estimates**

Non-union Position NU
Union Position U

Exhibit B
City of Medical Lake - 2025 Hourly & Salary Steps/Ranges
For City Employees - General Unit

Position		Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
City Administrator	NU		\$ 7,648	\$ 7,916	\$ 8,193	\$ 8,480	\$ 8,777	\$ 9,084	\$ 9,402	\$ 9,731	\$ 10,071	\$ 10,424
Finance Director	NU		\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229	\$ 8,518	\$ 8,816	\$ 9,124
Public Works Director	NU		\$ 6,695	\$ 6,929	\$ 7,172	\$ 7,423	\$ 7,682	\$ 7,951	\$ 8,229	\$ 8,518	\$ 8,816	\$ 9,124
WWTP Director	NU											
Parks & Rec. Director	NU		\$ 5,641	\$ 5,839	\$ 6,043	\$ 6,255	\$ 6,473	\$ 6,700	\$ 6,935	\$ 7,177	\$ 7,428	\$ 7,688
Recreation Assistant	NU	11	\$ 18.65	\$ 19.30	\$ 19.98	\$ 20.68	\$ 21.40	\$ 22.15	\$ 22.93	\$ 23.73	\$ 24.56	\$ 25.42
Parks Maintenance	NU	12	\$ 19.10	\$ 19.77	\$ 20.46	\$ 21.18	\$ 21.92	\$ 22.69	\$ 23.48	\$ 24.30	\$ 25.15	\$ 26.03
		13	\$ 19.58	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 24.06	\$ 24.91	\$ 25.78	\$ 26.68
		14	\$ 20.07	\$ 20.78	\$ 21.50	\$ 22.26	\$ 23.03	\$ 23.84	\$ 24.68	\$ 25.54	\$ 26.43	\$ 27.36
		15	\$ 20.58	\$ 21.30	\$ 22.05	\$ 22.82	\$ 23.62	\$ 24.44	\$ 25.30	\$ 26.19	\$ 27.10	\$ 28.05
		16	\$ 21.10	\$ 21.84	\$ 22.60	\$ 23.40	\$ 24.21	\$ 25.06	\$ 25.94	\$ 26.85	\$ 27.79	\$ 28.76
Recreation Coordinator	U	17	\$ 21.63	\$ 22.39	\$ 23.17	\$ 23.99	\$ 24.82	\$ 25.69	\$ 26.59	\$ 27.52	\$ 28.49	\$ 29.48
	U	18	\$ 22.18	\$ 22.95	\$ 23.76	\$ 24.59	\$ 25.45	\$ 26.34	\$ 27.26	\$ 28.21	\$ 29.20	\$ 30.22
City Maintenance	U											
Administrative Clerk	U	19	\$ 22.84	\$ 23.63	\$ 24.46	\$ 25.32	\$ 26.20	\$ 27.12	\$ 28.07	\$ 29.05	\$ 30.07	\$ 31.12
Code Enforcement Officer	U											
Water Operator	U											
Collections Specialist	U	20	\$ 23.32	\$ 24.14	\$ 24.98	\$ 25.86	\$ 26.76	\$ 27.70	\$ 28.67	\$ 29.67	\$ 30.71	\$ 31.78
City Maintenance - Journey	U											
Water Lead	U	21	\$ 23.88	\$ 24.71	\$ 25.58	\$ 26.47	\$ 27.40	\$ 28.36	\$ 29.35	\$ 30.38	\$ 31.44	\$ 32.54
Treatment Plant Operator I	U	22	\$ 24.49	\$ 25.34	\$ 26.23	\$ 27.15	\$ 28.10	\$ 29.08	\$ 30.10	\$ 31.16	\$ 32.25	\$ 33.37
Treatment Plant Operator II	U	23	\$ 25.08	\$ 25.95	\$ 26.86	\$ 27.80	\$ 28.78	\$ 29.78	\$ 30.83	\$ 31.91	\$ 33.02	\$ 34.18
Laboratory Lead	U	24	\$ 25.69	\$ 26.59	\$ 27.52	\$ 28.48	\$ 29.48	\$ 30.51	\$ 31.58	\$ 32.68	\$ 33.83	\$ 35.01
		25	\$ 26.36	\$ 27.28	\$ 28.24	\$ 29.23	\$ 30.25	\$ 31.31	\$ 32.40	\$ 33.54	\$ 34.71	\$ 35.93
Treatment Plant Lead	U	26	\$ 27.00	\$ 27.94	\$ 28.92	\$ 29.93	\$ 30.98	\$ 32.06	\$ 33.18	\$ 34.35	\$ 35.55	\$ 36.79
Building Inspector	U	27	\$ 27.65	\$ 28.62	\$ 29.62	\$ 30.66	\$ 31.73	\$ 32.84	\$ 33.99	\$ 35.18	\$ 36.42	\$ 37.69
City Planner	NU	28	\$ 28.32	\$ 29.32	\$ 30.34	\$ 31.40	\$ 32.50	\$ 33.64	\$ 34.82	\$ 36.04	\$ 37.30	\$ 38.60

Longevity Pay begins after 5 years of employment at \$50 per month and increases by \$50 per month for every five years thereafter

Exhibit C

City of Medical Lake

2025 Proposed Full Time Equivalent (FTE) Employees

Position	2023 Actual	2024 Current	2025 Proposed
City Administrator	1	1	1
Finance Director	1	1	1
Public Works Director	1	1	1
Wastewater Director	1	1	1
Parks & Rec. Director	0	1	1
Recreation Assistant	0	0.3	1
Parks Maintenance	1	1	1
Recreation Coordinator	1	0	0
Code Enforcement Officer	0.6	0.6	0.6
Administrative Clerk	2.5	4.5	6
City Maintenance	5	7	2
Water Operator	0	0	2
Collections Specialist	0	0	2
City Maintenance - Journeyman	1	1	1
Water Lead	0	0	1
Treatment Plant Operator I	0	2	1
Treatment Plant Operator II	3	2	1
Laboratory Lead	0	0	1
Treatment Plant Lead	0	0	1
Building Inspector	1	1	1
City Planner	0.5	0.5	1
	19.6	24.9	27.6

Part-time
Seasonal

Notes

2024 to 2025 changes: Added 1.5 Administrative Clerk for Parks & Rec, Admin Svcs, and Executive administrative support. Added .7 FTE for part-time Rec Assistants for fulfillment of rec programs. Budgeting additional .5 FTE for City Planner for planning projects

Maintenance Person reclassified as City Maintenance. Maintenance Person FTEs allocated to Water Operator, City Maintenance, Water Supervisor, and Wastewater Operator

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
ORDINANCE NO. 1133**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1120, §1 (2023) AND THE 2024 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

WHEREAS, state law provides for the adoption of a budget by the City Council of the City of Medical Lake (“City Council”) for the purpose of making appropriations of the total estimated revenues for each separate department and the aggregate totals for all such funds combined; and

WHEREAS, subsequent to the adoption of the annual budget, it has become necessary to make changes to certain appropriations; and

WHEREAS, the following changes could not reasonably have been anticipated or known at the time Ordinance No. 1120 was passed by the City Council on December 19, 2023; and

WHEREAS, City Council has determined that the best interest of the City is served by amending the adopted budget approved in Ordinance No. 1120.

NOW, THEREFORE, the City Council does hereby ordain as follows:

Section 1: Total appropriations reporting in Section 1 of Ordinance No. 1120 are hereby amended for expenditures from \$11,385,434 to \$11,852,434, removing budgeted ending balances and to reflect actual appropriations for 2024.

Section 2: The following funds and departments contained in the 2024 Budget are hereby amended as set forth in Exhibit A, Amendments 24.7 through 24.14, which adds appropriations for the General Fund (001), Administrative Services Department (160), Parks & Recreation Fund (112), Streets Fund (101), Public Safety Fund (110) Law Enforcement Department (210) and Animal Control Department (390), Parks Facilities Department (740), Water Fund (401), Solid Waste Fund (407), Wastewater Fund (408) Wastewater Treatment Department (382), and Unemployment Compensation Fund (501).

Section 3: Severability. If any section, sentence, clause, or phrase of this Ordinance 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 Ordinance.

Section 4: Effective Date. This Ordinance shall be in full force and effect five (5) days after passage, approval and publication in accordance with law.

INTRODUCED THIS ____ day of _____, 2024.

ADOPTED THIS ____ day of _____, 2024.

CITY OF MEDICAL LAKE,
WASHINGTON

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Finance Director/City Clerk

APPROVED TO FORM:

City Attorney, Sean P. Boutz

City Medical Lake
124 S. Lefevre Street
Medical Lake, WA 99022
509-565-5000

NOTICE OF ORDINANCE PASSED BY MEDICAL LAKE CITY COUNCIL

The following is the title and summary of Ordinance No. 1133 passed by the City of Medical Lake City Council on the ____th day of _____, 2024.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, SPOKANE COUNTY, WASHINGTON, AMENDING ORDINANCE NO. 1120, §1 (2023) AND THE 2024 FINAL BUDGET; PROVIDING FOR THE EFFECTIVE DATE THEREOF AND OTHER MATTERS PROPERLY RELATED THERETO.

The introductory paragraphs address the adoption of Ordinance No. 1120 providing for the City of Medical Lake's annual budget, and that certain appropriations were unknown at the time of its passage. Such appropriations now require amendment as contained therein.

Section 1: Amends the 2024 Budget to provide for expenditures totaling up to \$467,000 over the appropriations passed in Ordinance No. 1120, as detailed in amendments 24.7 through 24.14.

Section 2: Sets forth the particular funds and departments that are to be amended in the 2024 Budget as contained in Exhibit A.

Section 3. Establishes a severability clause in the event some portion of the Ordinance is held invalid.

Section 4: Provides for an effective date of five (5) days after publication of the Ordinance.

The full text of the Ordinance is available at the City of Medical Lake offices as identified above. A copy will be mailed to any citizen without cost upon request from the City's Clerk's office.

Koss Ronholt, Finance Director/City Clerk

Published: _____

City Medical Lake
2024 Budget Amendments Detail
Amendments 24.7 – 24.14

Amendment 24.7: General Fund (001) – Administrative Services Department (160); Increase expenditure appropriations by \$65,000. Unanticipated medical insurance premiums and IT expenditures.

Amendment 24.8: Streets Fund (101); Increase expenditure appropriations by \$22,000. Unanticipated concert street lights electricity costs, insurance, staff CDL training, overtime, and equipment repairs.

Amendment 24.9: Public Safety (110) – Law Enforcement Department (210), Animal Control Department (390); Increase expenditure appropriations for Law Enforcement Department by \$18,000 for unbudgeted contractual escalator. Increase expenditure appropriations for Animal Control Department by \$2,000 for increase in contract costs.

Amendment 24.10: Parks & Recreation (112) – Parks Facilities Department (760); Increase expenditures appropriations by \$12,000. Unanticipated insurance costs and additional use of Parks Maintenance staff for parks projects and maintenance.

Amendment 24.11: Wastewater Fund (408) – Wastewater Treatment Department (382); Increase expenditure appropriations by \$116,000. Unanticipated equipment repairs and replacements; floating mixer, kabota snowplow blade, filter media & pumps, pH probe, sampler, and turbidity meter, and unbudgeted training and insurance costs.

Amendment 24.12 Water Fund (401); Increase expenditure appropriations by \$75,000. Additional recognition of excise taxes, unanticipated use of Spokane intertie following Lehn and Craig well meter failures, and additional water certification membership and training.

Amendment 24.13 Unemployment Compensation Fund (501) Increase expenditure appropriations by \$27,000. Unanticipated unemployment compensation claims. Includes amendment to General Fund (001) for transfer of funds.

Amendment 24.14 Solid Waste Fund (407); Increase expenditure appropriations by \$130,000. Additional recognition of excise taxes and unbudgeted increase in rates from solid waste removal contractor.



To: Mayor and City Council
From: Sonny Weathers, City Administrator
TOPIC: RESOLUTION 24-720 ADDITIONAL HOLIDAY HOURS

Requested Action:

Council approval.

Key Points:

City Council discussed and approved and action item at their 11/21/2023 Council meeting to close City offices at noon on the day before Thanksgiving, Christmas, and New Year's Day. Mayor Cooper is bringing forward a resolution to memorialize the action moving forward in perpetuity.

Background Discussion:

City Council tabled this topic during the 11/19/2024 Council meeting after discussion led to a desire for clarification and additional legal review. Article XIII, Section 1 of the Collective Bargaining Agreement (CBA) states, "Any day that is designated as a one (1) time legal holiday by the State legislature or by a State or City official who has been granted legal authority to declare such a holiday" shall be recognized as paid holidays. Legal counsel states that City Council certainly has the authority to declare a holiday and would be doing so by resolution. Sections 2 and 3 of Article XIII of the CBA address holiday pay and holiday overtime pay, stating that, "All probationary/permanent bargaining unit employees will receive hour for hour holiday pay for each fixed holiday," and "All probationary/permanent bargaining unit employees will be compensated at one and one-half (1-1/2) times their hourly rate, in addition to holiday pay, for all hours worked on days that are recognized by the City as holidays."

Public Involvement:

None.

Next Steps:

Implementation of City Council's decision.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-720**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AMENDING THE PERSONNEL
POLICY TO INCLUDE ADDITIONAL HOLIDAY HOURS FOR EMPLOYEES OF THE
CITY OF MEDICAL LAKE, WASHINGTON**

WHEREAS, on November 21, 2023, the City Council for the City of Medical Lake (“City”) approved three (3) additional paid half-day holidays for City employees for the days prior to the Thanksgiving, Christmas, and New Year’s Day Holidays (collectively “Holiday Half-Days”); and

WHEREAS, the City desires to incorporate the Holiday Half-Days into the City’s personnel policy to be recognized annually by closing all City facilities and allowing employees such time off; and

WHEREAS, incorporating the Holiday Half-Days into the City’s personnel policy is to occur through Resolution.

NOW, THEREFORE, be it resolved by the City Council of the City of Medical Lake, Washington as follows:

Section 1. Personnel Policy Amended. The City Council hereby amends the City of Medical Lake’s Personnel Policy under Rule VII. FRINGE BENEFITS, Section 7.1 HOLIDAYS to include legal half-days, allowing for closure of all City facilities at 12:00pm local time and release of City employees from further services on the business days immediately prior to Thanksgiving Day, Christmas Day, and New Year’s Day. Each Holiday Half-Day shall be recognized as four (4) hours of employee holiday pay.

Section 2. Severability. If any section, sentence, clause, or phrase of this Resolution shall be found to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remainder of said Resolution.

Section 3. Effective Date. This Resolution shall become effective on November 19, 2024 after passage by the City of Medical Lake City Council.

Adopted this 19th day of November, 2024.

Terri Cooper, Mayor

ATTEST:

Koss Ronholt, Clerk/Treasurer

APPROVED AS TO FORM:

Sean P. Boutz, City Attorney

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-721**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING
ADDENDUM NO. 1 TO THE AGREEMENT BETWEEN THE CITY OF
MEDICAL LAKE AND THE WASHINGTON STATE COUNCIL OF COUNTY
AND CITY EMPLOYEES, LOCAL 270-M, AFSCME, AFL-CIO.**

WHEREAS, the City of Medical Lake (“City”) and the Washington State Council of County and City Employees, Local 270-M, AFSCME, AFL-CIO (WSCCCE) entered into an agreement with a term effective January 1, 2023, through December 31, 2027 (“Agreement”); and

WHEREAS, the Agreement terms provided for the WSCCCE to initiate a wage opener discussion with the City in October 2024, but did not include similar provisions for the fiscal years 2025 and 2026; and

WHEREAS, the City and the WSCCCE are agreeable to amending the Agreement by addendum to allow for wage opener provisions in October 2025 and 2026; and

WHEREAS, Addendum No. 1 to the Agreement (“Addendum No. 1”) contains the specific terms and conditions agreed upon by the City and the WSCCE, which is attached hereto in Exhibit A.

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

Section 1. Approval. The City Council hereby approves of Addendum No. 1 to the Agreement as set forth in the attached Exhibit A, which is incorporated herein by this reference.

Section 2. 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 3. Effective Date. This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this _____ day of December, 2024.

Terri Cooper, Mayor

Attest:

Koss Ronholt, Finance Director/City Clerk

Approved as to Form:

Sean P. Boutz, City Attorney

ADDENDUM NO. 1

AGREEMENT BETWEEN THE CITY OF MEDICAL LAKE AND THE WASHINGTON STATE COUNCIL OF COUNTY AND CITY EMPLOYEES, LOCAL 270-M, AFSME, AFL-CIO

This Addendum No. 1 (“Addendum”) is dated effective as of the date last signed below (the “Effective Date”), by and between the City of Medical Lake, a Washington municipal corporation, (“City”) and The Washington State Council of County and City Employees, Local 270-M, AFSME, AFL-CIO (“Union”). City and Union are collectively referred herein as the “Parties.”

RECITALS

WHEREAS, the City and Union are parties to that certain Agreement Between the City of Medical Lake and the Washington State Council of County and City Employees, Local 270-M, AFSME, AFL-CIO (“Agreement”) with a term effective January 1, 2023, through December 31, 2027; and

WHEREAS, the Parties are desirous of amending the Agreement pursuant to this Addendum to allow for wage opener discussions for the 2026 and 2027 budget cycles.

NOW, THEREFORE, the Parties agree to amend the Agreement on the Effective Date as follows:

1. On or around October 2025, the City will entertain a wage opener from the Union for the sole purpose of considering a COLA adjustment for the 2026 budget cycle.
2. On or around October 2026, the City will entertain a wage opener from the Union for the sole purpose of considering a COLA adjustment for the 2027 budget cycle.
3. Neither party is obligated to accept either party’s wage opener offer(s) unless mutually agreed in writing.

Except as set forth in this Addendum, the remaining terms and conditions of the Parties’ Agreement remain in full force and effect.

ACCEPTED AND AGREED TO BY:

**LOCAL 270-M OF THE WASHINGTON
STATE COUNCIL OF COUNTY & CITY
EMPLOYEES, AFSCME, AFL-CIO**

Taylor Dormaier
President

Scott Davies, Staff Representative Date _____
WASHINGTON STATE COUNCIL OF
COUNTY & CITY EMPLOYEES,
AFSCME, AFL-CIO



To: Mayor and City Council
From: Elisa Rodriguez, City Planner
TOPIC: AMENDMENT TO THE SHORELINE MASTER PROGRAM (RES NO. 24-722)

Requested Action:

Staff recommends approval of Resolution No. 24-722.

Key Points:

The Shoreline Master Program has an incorrect citation for appeals to Shoreline Substantial Development Reviews. The proposed amendment cites the new Medical Lake Municipal Code appeal Chapter 19.290 – Appeals.

Background Discussion:

An incorrect citation was identified during a recent review. In addition, the Council recently approved Ordinance 1130, adopting new language for land use review processes, including appeals. Since the Shoreline Master Program was adopted by resolution, a separate action is required to amend its language.

Public Involvement:

This resolution is a follow-up to the recently adopted Ordinance 1130 in which the Planning Commission and City Council held public hearings.

Next Steps:

Upon Council approval, staff will correct and implement the proper citation for appeals in the Shoreline Master Program.

**CITY OF MEDICAL LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 24-722**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE AMENDING THE SHORELINE
MASTER PROGRAM APPEAL PROCESS CITATION**

WHEREAS, the City of Medical Lake (City) is a fully planning city under the Washington State Growth Management Act, Chapter 36.70 RCW; and

WHEREAS, the Medical Lake City Council (City Council) adopted Ordinance No. 1130 on November 19, 2024, effective January 1, 2025, wherein amendments were made to the Medical Lake Municipal Code (MLMC), including a new chapter for land use review appeals; and

WHEREAS, the Washington Shoreline Management Act, Chapter 90.58 RCW, requires local governments to have a shoreline master program; and

WHEREAS, the Medical Lake Shoreline Master Program (SMP) was adopted by the City Council via Resolution No. 531 on May 4, 2021; and

WHEREAS, the Local Appeals section has an incorrect MLMC citation.

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

Section 1. The following section of Chapter 4 – Development Regulations, of the Shoreline Master Program shall be replaced by the following language:

III. Shoreline Development Review

T. Local Appeals

1. For purposes of appeal, a decision by the Administrator is considered a Type I Review decision and a decision by the Planning Commission is considered a Type III Review decision. The appeal process is set forth in the Medical Lake Municipal Code Chapter 19.290 – Appeals.

Section 2. Effective Date. This Resolution shall be effective on January 1, 2025.

ADOPTED this _____ day of December, 2024.

Mayor, Terri Cooper

Attest:

Approved as to Form:

Finance Director, Koss Ronholt

City Attorney, Sean P. Boutz