

CITY OF MEDICAL LAKE
City Council Regular Meeting & Public Hearing

6:30 PM
October 15, 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
Lance Speirs
Don Kennedy
Bob Maxwell
Ted Olson
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Scott Duncan, Public Works Director
Koss Ronholt, Finance Director
Elisa Rodriguez, City Planner
Steve Cooper, WWTP Director
Colton Raczynski, Admin 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. Councilmember Pritchard arrived at 6:33 pm.

2. AGENDA APPROVAL

- A. Move Public Hearing after Section 6 Workshops. Motion to approve agenda as amended made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 7-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS –

- A. Art Kulibert, Medical Lake resident – shared observations from an article regarding Airway Heights project bids being awarded to Idaho-based companies rather than Washington-based companies. Shared his disappointment that Washington-based companies are unable to meet or beat the bids. Commented that there should be awareness when choosing lightbulbs for the upcoming streetlights and choosing ones that don't disrupt vision while driving. Shared that he has been having internet speed and connectivity issues and hoped for a solution soon. Shared his opinion on the upcoming Property Tax decision.
 - i. Mayor Cooper responded to some of Mr. Kulibert's comments. Streetlights will have the option of being dimmable. Changes to internet options will be coming soon as some companies will be installing cable throughout the city and that should alleviate the issue. Thanked Mr. Kulibert for his insight and comments.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none

5. REPORTS

- A. Public Safety

- i. FD3 – gave updated call statistics, 53 with 12 being for DSHS. Shared about a new software system that will help with calls to multiple-person homes such as college campuses, apartment buildings, nursing homes, etc. Will assist in navigating locations and cut down on time spent looking for specific building numbers or other identifiers.

B. Council Comments

- i. Councilmember Pritchard – HCDAC meeting was cancelled this month. Will give a PFAS update at the West Plains Water Coalition meeting being held on October 28th at MLHS auditorium.
- ii. Councilmember Shaffer – Finance Committee met and reviewed warrants. Shared that the packets will now be shared with the rest of Council for review prior to the meetings. Shared the committee's process for reviews.
- iii. Councilmember Speirs – no report.
- iv. Councilmember Kennedy – attended SRTC meeting last week. Main topic was a representative from STA sharing about the Connect 2035 program. He will attend a Transportation Management Group workshop on Thursday, October 24th
- v. Councilmember Maxwell – General Government Committee – the Lefevre Street Complete Streets project will start on Monday, October 28th, beginning with utility work then moving to sidewalks. The yard waste bins will be open until December 2nd unless the weather prevents.
- vi. Councilmember Olson – Safety Committee – speed trailer moved to E. Fellows, then to Stanley. Shared about stormwater drain cleaning, street sign survey, and treatment of West Medical Lake.
- vii. Councilmember Harbolt – no report.

C. Mayor Cooper –

- i. Will have a meeting with MultiCare soon to discuss their plans for rural development now that they are no longer a presence in Medical Lake. Required Multi-Factor Authentication coming soon for all city staff and officials. Re*Imagine Medical Lake Fall Festival is on Saturday, October 26th in the MLHS bus loop, 1-4 pm.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – acknowledged the presence of special guests at the meeting. A civics class from the high school came to learn about city government proceedings. The MLSD Wellness Center asked him to remind everyone that they are free and open to all residents of Medical Lake. Some of the services they offer are: free mental health assistance, CHAS mobile health clinic available on Wednesdays, substance abuse therapy, free wi-fi, and laundry facility access. They are located at 317 N. Broad and open Monday-Thursday 8-3. City Council Budget Retreat on October 16th. Public Hearings: 2025 Preliminary Budget on November 5th, 2025 Final Budget on November 15th. Gray Fire Community meeting October 23rd in council chambers with the Office of the Insurance Commissioner attending on Zoom. Planning Commission on October 24th, and West Plains Water Coalition on October 28th at MLHS auditorium.
- ii. Steve Cooper, WWTP Director – shared unexpected expenditures that will require 2024 budget amendments. Pump failures, rebuilding and replacement expenses. Approximately \$45,000 not budgeted for but available.

6. WORKSHOPS

A. Municipal Court Annual Report

- i. Judge Richard Leland, and Court Administrator from Cheney Municipal Court - provided council with an update and annual report. Explained that the City of Medical Lake has an agreement with the Cheney Municipal Court for court services.

B. Land Use Review Timelines MLMC Amendment

- i. Elisa Rodríguez, City Planner, gave a presentation (see attached). Summarized reason for the text amendment, to make the code more understandable and streamlined. Proposing a new Title in the MLMC, Title 19. Each time an update is done on Titles 15-18, it can be rolled into Title 19. Draft Title 19 included in the agenda packet. Discussion held.

C. 2025 Utility and Administrative Rates

- i. Koss Ronholt, Finance Director, explained the Multi-Factor Authentication requirement being implemented on Tuesday, October 22nd. Required by WCIA (insurance).
- ii. He also gave a presentation (see attached) and reviewed proposed rates for 2025. Discussion held. Council agreed with Mr. Ronholt bringing forward a Resolution with proposed rate increases for discussion and action at the next meeting.

D. 2025 Property Tax Levy Workshop

- i. Koss Ronholt, Finance Director, gave a presentation (see attached). Provided comparisons of current property taxes, what an increase would cost citizens, and how much revenue it would generate for the city. Provided the process and timeline. Explained that after the public hearing, he is calling for Council's direction and vote on how to prepare the property tax levy ordinance. Discussion held.

7. PUBLIC HEARING - 2025 Revenue Sources and Property Tax

A. Mayor Cooper opened the Public Hearing at 9:06 pm.

- i. Mayor Cooper acknowledged a written comment received from a citizen. It was given to council members to review as well. Mayor and Mr. Weathers addressed some of the questions presented in the comment.
- ii. Art Kulibert, Medical Lake resident – shared his opinion on the danger of not doing a property tax increase.
- iii. Closed public hearing at 9:12 pm.

B. 2025 Property Tax Intent of Direction

- i. Motion to direct staff to prepare an Ordinance for a zero percent increase to the regular property tax levy for 2025 made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 4-3 with Councilmembers Speirs, Maxwell, and Pritchard voting nay.

8. ACTION ITEMS

A. Consent Agenda

- i. Approve **October 1, 2024**, minutes.
 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, carried 7-0.
- ii. Approve **October 15, 2024**, Payroll Claim Warrants numbered **51790** through **51797** and Payroll Payable Warrants numbered **30171** through **30179** in the amount of **\$177,398.66** and Claim Warrants numbered **51798** through **51846** in the amount of **\$215,799.21**.
 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 7-0.

9. RESOLUTIONS

A. 24-712 2025 Legislative Priorities

- i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.

B. 24-713 CCTV Camera Policy

- i. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 7-0.

10. ORDINANCES

A. First Read 1129 Park Hours

- i. Legal counsel read onto the record.
- ii. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 4-3 with Councilmembers Pritchard, Speirs, and Olson voting nay.

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS - none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS


- A. None

15. CONCLUSION

- A. Motion to conclude at 9:27 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 7-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

11/5/24
Date



Land Use Review Process

Amendments Required by SB 5290

1

Senate Bill 5290

Timeline for the final decision of a Land Use Review

Current

All Reviews = 120 Days

January 1, 2025

No public notice = 65 Days

Notice, but no Hearing = 100 Days

Public Hearing = 170 Days

2

Timelines → Review Types

Review Types

Timelines

Type I Review	No public notice = 65 Days	Administrative
Type II Review	Notice, but no Hearing = 100 Days	} Quasi-Judicial
Type III Review	Public Hearing = 170 Days	
Type IV Review	Legislative Review = No Timeline	Legislative

3

Review Types

Current

Short Plat
 Binding Site Plan
 Final Short Plat
 Lot Line Adjustment
 Lot Segregation
 Lot Merge
 Final Long Plat
 Final Binding Site Plan
 Home Occupation
 Conditional Use
 Variance
 Shoreline Conditional Use
 Shoreline Variance

Critical Area
 Long Plat
 Planned Unit Development
 Subdivision Variance
 Subdivision Amendment
 Rezone (site specific)
 Zoning Map Amendment
 Development Code
 Amendment
 Comprehensive Plan
 Amendment
 Shoreline Substantial
 Development

Proposed

Type I Review
 Type II Review
 Type III Review
 Type IV Review
 Final Plat Review

4

Municipal Code

Current

Title 15 – Subdivisions

Title 16 – Planning

Title 17 – Zoning

Title 18 – Manufactured Home Community

Proposed

Title 19 – Land Use and Development

5

Title 19 – Land Use and Development

Code Language

Vesting

Consolidated Reviews

Complete Application

Review Types

Appeals

Policy

Application and Notification Details

6

Planning Commission

Draft Language

Asked to review the concept,
not the specific language

Recommendation

Planning Commission is
Recommending Approval

7

Legal Review

Title 19 – Land Use and Development

City attorney is currently reviewing
the same draft in CC packet

Amendments to Titles 15-18

Also reviewing approximately
80 amendments to existing code

8

Takeaways

SB 5290

Changes required to take place January 1, 2025

Goal

Create a Concise, Clear, User-Friendly Municipal Code

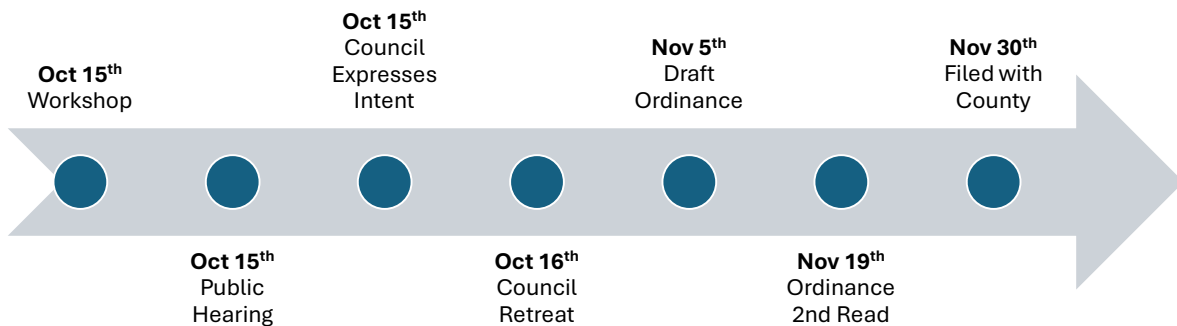
Policy

No Policy Changes (other than timelines)



1

Property Tax Process and Timeline



2

Property Tax Comparison of Spokane County Municipalities

	City	County	State	School District	2024 Total
Airway Heights	2.3936	0.7283	2.1515	2.7426	\$8.02
Deer Park	0.792	2.8086	2.1515	2.7068	\$8.46
Spokane County	0	3.4733	2.1515	2.977	\$8.60
Medical Lake	1.1984	2.562	2.1515	2.977	\$8.89
Liberty Lake	0.9036	3.2091	2.1515	2.8887	\$9.15
Cheney	3.3663	1.062	2.1515	2.7426	\$9.32
Spokane Valley	0.7874	3.5428	2.1515	2.8887	\$9.37
Spokane	2.9514	0.7283	2.1515	3.8285	\$9.66
Millwood	1.0948	3.5428	2.1515	3.5562	\$10.35

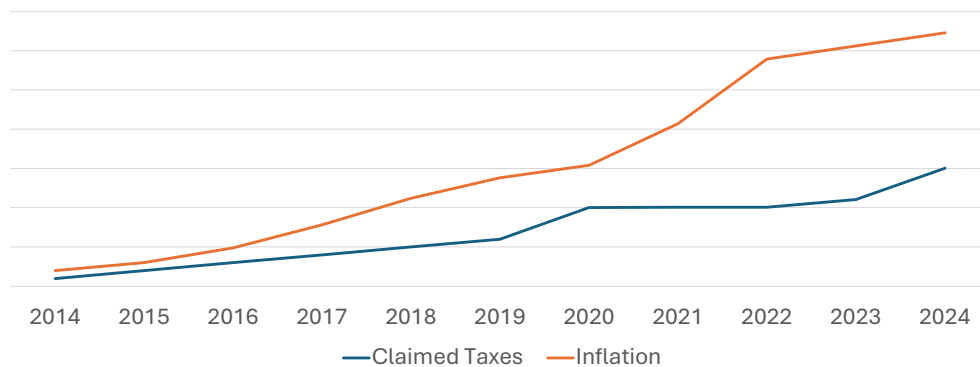
Rates are per \$1,000 of assessed property value.

COMMUNITY		<ul style="list-style-type: none"> ✓ Law Enforcement ✓ Municipal Court ✓ Parks & Recreation ✓ Streets ✓ City Services 		<ul style="list-style-type: none"> ✓ Fire/EMS ✓ Library ✓ Regional Parks ✓ Streets ✓ County Services 		<p>Medical Lake School District</p> <ul style="list-style-type: none"> ✓ Schools

3

Property Tax levy vs. Inflation

Accumulated Increases: Property Taxes vs. Inflation



4

An Explanation of Property Taxes in Medical Lake, Washington

City County State School District



For every dollar of property tax collected in the City of Medical Lake, this is where the money goes.
Any City increases to property taxes only impact the City portion of taxes.

5

Property Tax Levy Options

- 2024 Millage Rate: 1.1984
- Banked capacity: \$33,597.84 / 5.4% maximum increase
- \$26,970,941 increase over 2023 City's Assessed value (decreases millage)

Example: Citizen with \$400,000 value property

No increase		1% Increase		5.4% Increase	
Millage Rate	1.1360	Millage Rate	1.1473	Millage Rate	1.2336
Total Tax	\$454.40	Total Tax	\$458.92	Total Tax	\$493.44
Tax Increase	\$0.00	Tax Increase	\$4.52	Tax Increase	\$39.04
Total Levy	\$621,864	Total Levy	\$628,082	Total Levy	\$675,310

6

Council Intent

- To draft property tax ordinance, staff requires **a motion to direct staff** for the 2025 property tax levy amount.
- Must be between 0% and a maximum levy of 5.4%





1

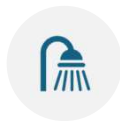
Rates to Review



WATER



SOLID WASTE



WASTEWATER



UTILITY TAX



ADMINISTRATIVE

2



Water

Rate Study in 2025

2026 Water Rates

3



Solid Waste

Sunshine Disposal

2.60%
2024



2.07%
2025



Medical Lake

4.67%
2025

64 Gallon Cart – Monthly

\$34.67



\$35.38

4



Wastewater



\$53,450 ANNUAL
REVENUE DEFICIT



1356 RESIDENTIAL
USERS



+\$3.07 PER
MONTH

Residential – Monthly

\$34.00



\$37.07

5



Utility Tax

-1% Utility Tax

Updated Utility
Tax Rate: 15%

\$24,320 customer
savings city-wide

\$364,800
estimated total
revenue

Funds Admin
Clerks and 50% of
Finance Director

6



Administrative

Right of way permits
and fees

Shoreline
management fees