

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. Councilmember Olson asked about the “minor equipment” category and Mr. Ronholt explained.

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. Sonny 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 now 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

12/10/24
Date



Spokane Transit Updates

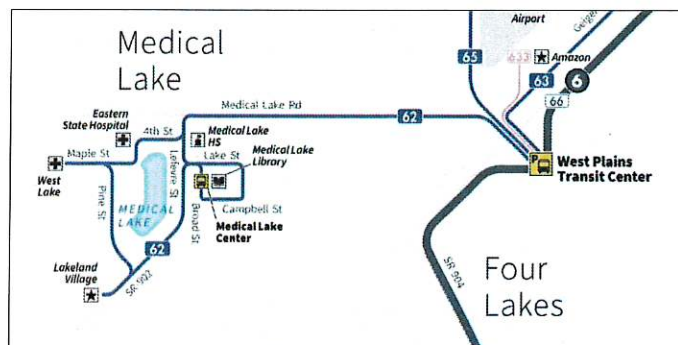
Medical Lake City Council
November 19, 2024

How a great city moves.™

1

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



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Presentation Outline

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



Medical Lake City Council

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Connect 2035



Medical Lake City Council

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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

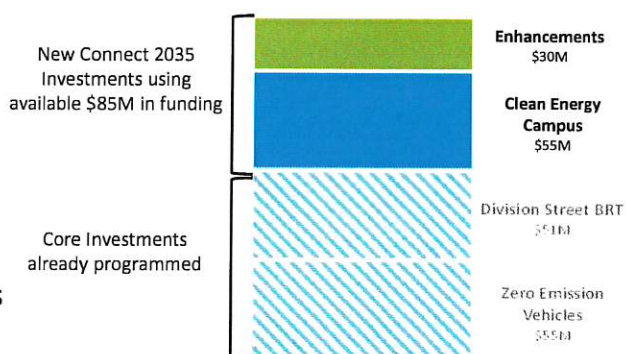
- Online surveys
- Open houses
- Rider forums
- Board of Directors
- Community based organization (CBO) listening sessions and Check-ins
- Business outreach and focus groups
- Plaza activation
- Citizen Advisory Committee (CAC) and Insight Network
- Community leaders and stakeholders
- STA employees

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

Proposed Allocation of Available Funding (maintain 0.8% sales tax rate)



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/>

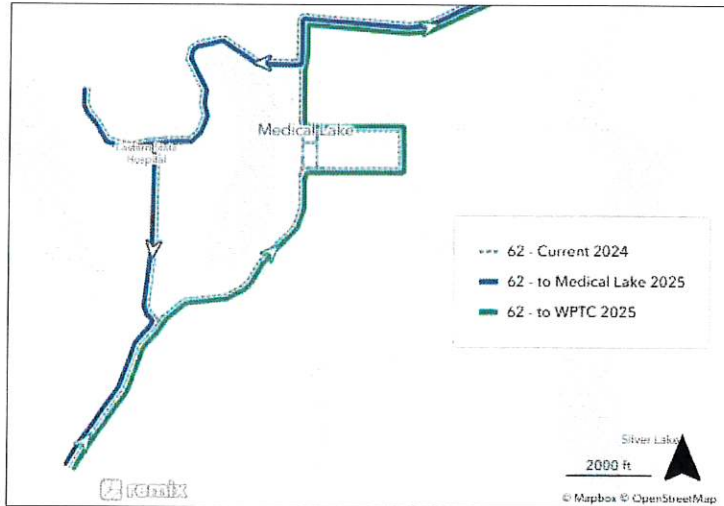
2025 Service Revisions

Draft for Public Input

November 2024

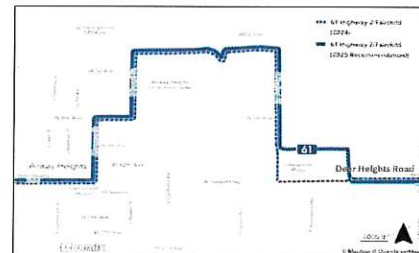
2025 Service Revisions - Route 62 Medical Lake

- 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



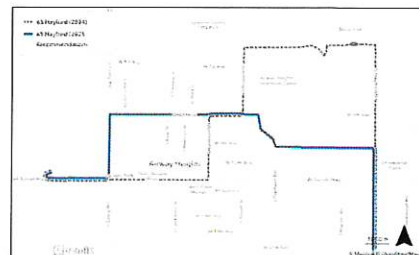
Other Changes in the West Plains – Airway Heights

- 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**

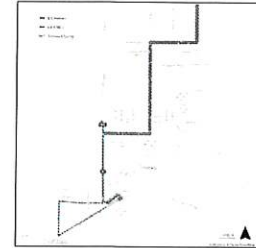


Other Changes in the West Plains – Cheney

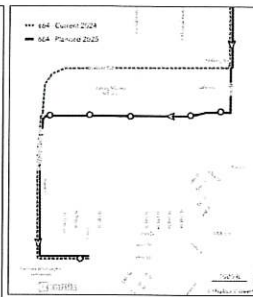
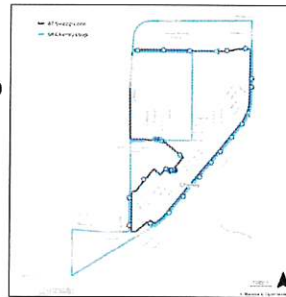
- **Double Decker Buses!**
 - Seven double decker buses dedicated to Cheney Routes beginning September 2025
 - Increase capacity for regional HPT service while streamlining express routes
 - **Propose routing change to remove the Salnave/Presley loop from Route 6 Cheney**



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/>

Public Survey Advertisement

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

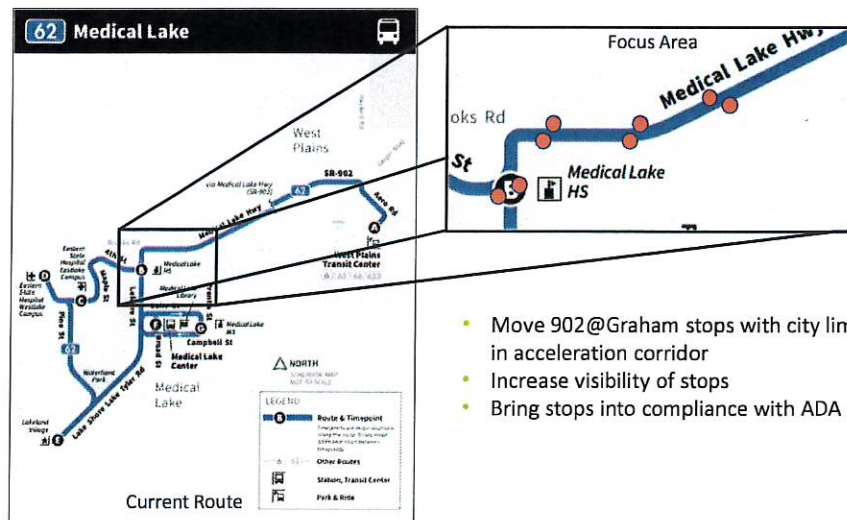
SR 902 Bus Stop Improvements



Medical Lake City Council

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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



Medical Lake City Council

11/19/2024

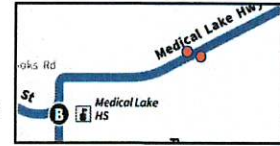
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SR 902 @ Graham (Existing)



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)

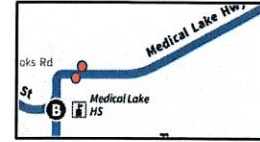
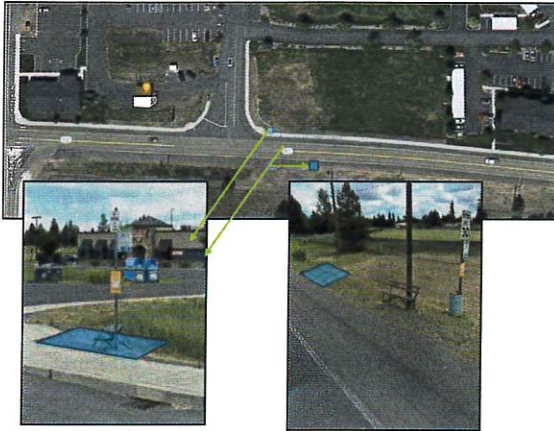


Proposed Improvements

- 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



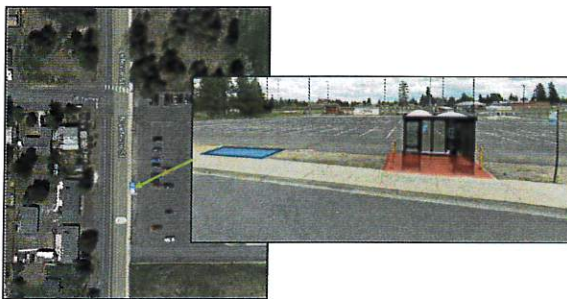
SR 902 @ Lefevre (Existing)



Proposed Improvements

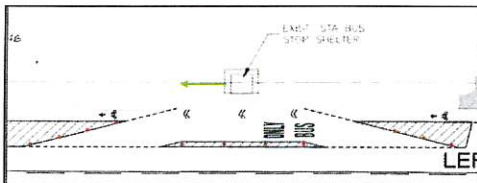
- OB – New 8' x 8' ADA pad
 - Maintain stop location
 - Raised with 6" curb, ramps, railing
- IB – New 8' x 8' ADA pad
 - Shift east out of t-intersection
 - Raised with 6" curb, ramps, railing

Lefevre @ Medical Lake High School (Existing)

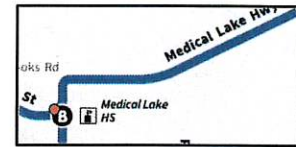
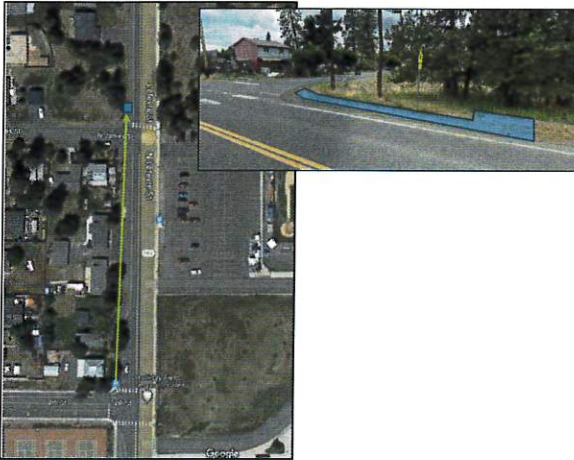


Proposed Improvements

- 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%)

1

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

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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%

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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%

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ARPA Breakdown

Department	Current Total Budget	Total Activity	Amount Remaining
PW Equipment	\$307,402	\$299,238	\$8,164
Aerators	\$165,524	\$152,627	\$12,897
Broadband	\$100,000	\$100,000	\$0
WWTP Capital	\$59,115	\$59,115	\$0
Civic Non-profits	\$77,402	\$77,402	\$0
Parks & Trails	\$123,590	\$118,972	\$4,619
Downtown Beautification	\$106,408	\$670	\$105,738
Auditorium Remodel	\$106,408	\$11,236	\$95,172
City Technology	\$118,231	\$61,404	\$56,827
Unallocated (Interest)			\$24,071
			Total Remaining: \$307,488

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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	

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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%

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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%

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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%

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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%

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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

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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.

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Thanks!

Medical lake Code Enforcement

CITY COUNCIL UPDATE
3rd QUARTER 2024

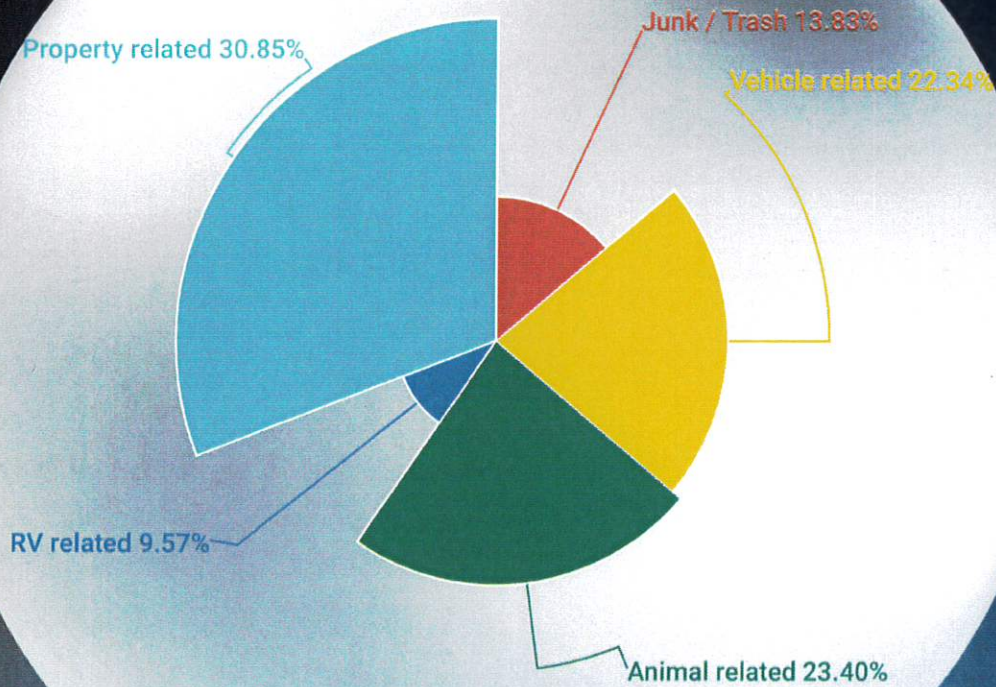


Dave Yuhas Code Enforcement

Currently 97
Cases

Closed 2023 with
85 Cases





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*

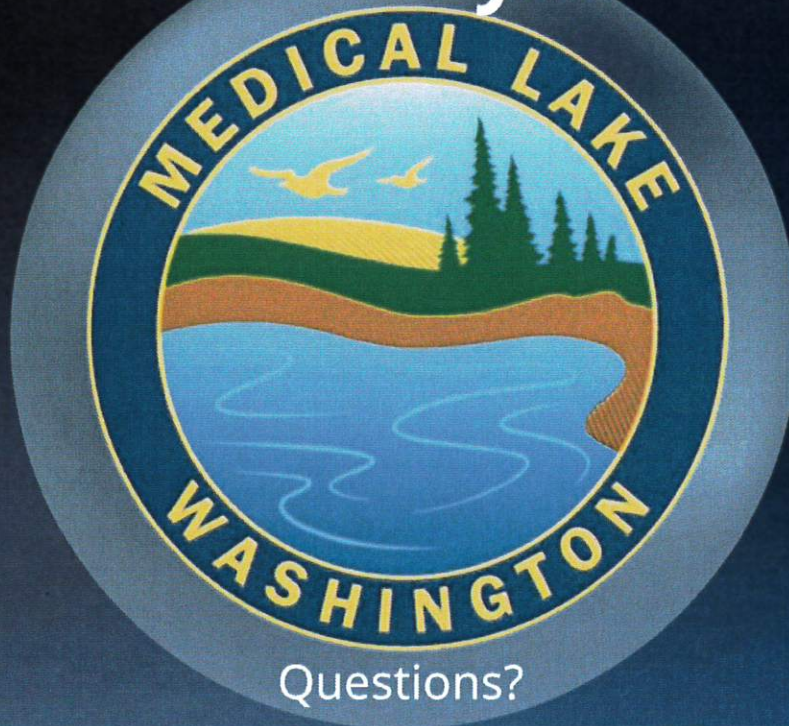


Successes

- *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)*



Thank you



Questions?