

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
December 17, 2024

Council Chambers
124 S. Lefevre Street

MINUTES

NOTE: This is not a verbatim transcript. Minutes contain only a summary of the discussion. A recording of the meeting is on file and available from City Hall.

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Councilmembers

Chad Pritchard (via Zoom)
Keli Shaffer
Lance Speirs
Bob Maxwell
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Koss Ronholt, Finance Director
Elisa Rodriguez, City Planner
Glen Horton, Parks & Recreation Director
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 6:32 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Pritchard was present on Zoom, Councilmember Kennedy was out on a previously excused absence, and Councilmember Olson submitted a request for absence. Motion to approve Councilmember Olson’s absence request made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 4-0, with Councilmember Pritchard not voting due to technical difficulties with his computer.

2. AGENDA APPROVAL

- A. The initial packet was sent without the two Ordinances included. Amended packet was provided and posted online. Motion to approve agenda as amended made by Councilmember Harbolt, seconded by Councilmember Shaffer, carried 4-0 with Councilmember Pritchard not voting due to continued technical difficulties.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. None.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Mayor Cooper shared that she was notified by STA that the City of Medical Lake will have a voting seat coming up next year. Councilmember Speirs will continue as the city’s representative along with an alternate from Liberty Lake.

5. REPORTS

- A. Public Safety

- i. FD3 Chief Rohrbach – Several weather-related calls with some significant vehicle accidents. Will be providing some public safety awareness information to share. FD3 had fun at Winterfest with positive community interaction.
 - ii. SCSO – Mayor Cooper shared a report from the Sheriff’s office since a representative was unable to attend the meeting.
- B. Councilmember Committee Reports and Comments
 - i. Councilmember Pritchard – none
 - ii. Councilmember Shaffer – Finance Committee met and reviewed claims. All in order. Enjoyed Winterfest this past weekend.
 - iii. Councilmember Speirs – Also enjoyed Winterfest, shared appreciation for Re*Imagine Medical Lake. STA is ramping up their CEO search. Citizens can complete a form on the STA website to give input on what qualities they would like in a CEO.
 - iv. Councilmember Maxwell – General Government Committee - a service agreement to provide water service to Four Lakes in the works, public works crews are continuing work on power line relocation, snow removal equipment tested.
 - v. Councilmember Harbolt – enjoyed Winterfest, it is a family tradition. Spoke with citizens and shared that there was a common theme of small-town goodness.
- C. Mayor Cooper – Winterfest was wonderful. Shared news on the Governor’s Proposed 2025-26 Budget. Mr. Weathers is working on a year-end report to share at the January 7th council meeting.
- D. City Administrator & City Staff
 - i. Sonny Weathers, City Administrator – shared that while at Winterfest, he heard an overall sentiment of “living in a Hallmark movie” from citizens. Updated on the recent RFPs for the kitchen remodel and WWTP. The City Hall kitchen remodel bid award recommendation went to WFGC out of Colville. It will be brought before Council at the January 7th meeting and if approved, they can begin work on January 8th. The WWTP upgrade bid award recommendation is to ControlFreek and will be brought forward to Council for approval.

6. WORKSHOPS

- A. Service Agreement with Four Lakes Water District #10 (24-724)
 - i. Mr. Weathers reviewed and shared proposal with Council. See attached.

7. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **December 3, 2024**, minutes.
 - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 5-0.
 - ii. Approve **December 17, 2024**, Payroll Claim Warrants numbered **52004** through **52011** and Payroll Payable Warrants numbered **30188** through **30193** in the amount of **\$168,623.79** and Claim Warrants numbered **52012** through **52052** in the amount of **\$175,555.44**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Speirs, carried 5-0.

8. PUBLIC HEARINGS – None

9. RESOLUTIONS

- A. 24-715 Lake St. ADA Upgrade Project Bid Award to Liberty Concrete
 - i. Mr. Weathers reviewed for Council.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Shaffer, carried 5-0.

- B. 24-719 Bid Award for Communications Plan to Big Sky Public Relations
 - i. Mr. Weathers reviewed for Council.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-0.
- C. 24-723 Remaining ARPA Funds Allocation
 - i. Mr. Ronholt reviewed for Council.
 - ii. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Shaffer, carried 5-0.
- D. 24-725 Planning Policy 58-602 Notice of Application
 - i. Mrs. Rodriguez reviewed for Council.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-0.
- E. 24-726 TIB Grant Agreement 2025 Scrub Seal
 - i. Mr. Weathers reviewed for Council. Councilmember Pritchard voiced his displeasure with the scrub seal product.
 - ii. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Shaffer, carried 4-1 with Councilmember Pritchard voting nay.
- F. 24-727 TIB Grant Agreement 2025 Street Maintenance
 - i. Mr. Weathers reviewed for Council.
 - ii. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Speirs, carried 5-0.
- G. 24-728 Planning Policy 58.601 Land Use Review Applications
 - i. Mrs. Rodriguez reviewed for Council.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-0.
- H. 24-729 ILA for Hearing Examiner Services
 - i. Mr. Weathers reviewed for Council.
 - ii. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Shaffer, carried 5-0.

10. ORDINANCES

- A. Second Read Ordinance 1132 2025 Final Budget
 - i. Legal counsel read onto record.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 5-0.
- B. Second Read Ordinance 1133 Q3 2024 Budget Amendments
 - i. Legal counsel read onto record.
 - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Shaffer, carried 5-0.

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 7:33 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 5-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

11/7/2025
Date

Exhibit A

Scope of Services

City of Medical Lake and Four Lakes Water District

A. Service Provision The City of Medical Lake agrees to provide the following services to the Four Lakes Water District:

- **Water quality sampling** - Twice weekly inspections and sampling at key sites, including the collection, chain of custody, and delivery of samples to the lab.
- **Reporting and Recordkeeping** - Preparation and presentation of reports, including a Water Use Efficiency, Consumer Confidence, Water Quality Monitoring, Water Facilities Inventory, Chlorine Residual, and Water Loss.
- **Monitoring and operating the water system** - Inspect, monitor, and operate wells and boost pumps at regular intervals. Read water meters six (6) times per year, providing inspection and repair/replacement as necessary.

B. Deliverables

Deliverable	Frequency
Water Reports	Annually
Water Analysis	Weekly/Monthly
Meter Reads	Every 2 Months
Water System Inspections	Weekly
Water District Commissioner Meetings	Monthly
One-Call Locates	As Required

C. Payment

Service	Amount
Water Operator Services	\$2,500 per month
Repair & Maintenance	Cost + 10%
Operator Overtime	\$50 /hour