

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
February 4, 2025

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

Keli Shaffer
Don Kennedy
Bob Maxwell
Ted Olson
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Steve Cooper, WWTP Director
Dave Yuhas, Code Enforcement Officer
Glen Horton, Parks & Recreation Director
Roxanne Wright, Administrative 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 was absent, which was approved at the last meeting.
 - ii. Councilmember Speirs was absent and submitted an approval request. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 5-0. All other members were present in person.

2. AGENDA APPROVAL

- A. Additions to agenda
 - i. Add 7b Planning Commission appointments.
 - ii. Add Executive Session regarding purchase or sale of land as allowed by RCW 42.30.110(1)(b)(c).
 - 1. Motion to approve additions made by Councilmember Harbolt, seconded by Councilmember Olson, carried 5-0.
 - 2. Motion to approve agenda as amended made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 5-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - None

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS

- A. Recognition of Planning Commission service
 - i. Mayor Cooper thanked Mark Hudson for his twenty plus years of service on the Planning Commission and presented him with a certificate.

- ii. Mayor Cooper also thanked Marye Jorgenson for her many years of service on the Planning Commission. Ms. Jorgenson was not present to receive her certificate.

5. REPORTS

A. Councilmember Committee Reports and Comments

- i. Councilmember Shaffer - Finance Committee reviewed claims and warrants and all is in order.
- ii. Councilmember Kennedy – attended a Spokane County Elected Officials meeting last week. They discussed various things including affordable housing units. The co-commissioner publicly thanked Mayor Cooper for her assistance.
- iii. Councilmember Maxwell - none
- iv. Councilmember Olson - none
- v. Councilmember Harbolt - none

B. Mayor Cooper – working on legislative agenda business. Testified on some bills and will be traveling to Olympia soon.

C. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – no report.
- ii. Dave Yuhas, Code Enforcement Officer – Code Enforcement 2024 Q4 Report
 - 1. Mr. Yuhas gave a presentation. See attached.

D. At this point, it was noted that Mr. Twohig, one of the Planning Commission appointees for section 7B that was present on Zoom, had another meeting to attend. For this reason, a motion was made by Councilmember Olson to move Section 7B to this portion of the meeting. Motion seconded by councilmember Maxwell, carried 5-0.

- i. Appointment of Planning Commission Members Kevin Twohig and JoeDavid Veliz
 - 1. Mr. Twohig was present on Zoom and shared about himself. Motion to affirm appointment made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0.
 - 2. Mr. Veliz was not present at the meeting, so Mayor Cooper shared some information about him. Motion to affirm appointment made by Councilmember Kennedy, seconded by Councilmember Maxwell, carried 5-0.

6. WORKSHOPS

- A. 2025 Extra Duty Deputy Agreement – Mr. Weathers provided information regarding 2025 security options and gave a presentation. See attached. Council favorable to reviewing a proposal.
- B. Vacant Property Ordinance Annual Report – Mr. Weathers gave a presentation. See attached.
- C. Draft Hazard Mitigation Plan Status – Bobbie Jackson with Chloeta gave a presentation. See attached. Mayor Cooper opened for public comment on the HMP. None.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **January 21, 2025**, minutes.
- ii. Motion to approve made by Councilmember Olson, seconded by Councilmember Shaffer, carried 4-0-1 with Councilmember Kennedy abstaining because he was not at that meeting.
- iii. Approve **February 4, 2025**, Claim Warrants numbered **52162** through **52200** in the amount of **\$414,734.50**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 5-0.

8. PUBLIC HEARINGS – none

9. **RESOLUTIONS** – added after Executive Session. See section 11D.

10. **ORDINANCES** - none

11. EXECUTIVE SESSION

- A. Mayor Cooper announced that council would be going into an Executive Session to discuss the purchase or sale of land as allowed by RCW 42.30.110(1)(b)(c). Session will start at 7:32 pm and end at 7:47 pm. Legal counsel also attended the session.
- B. Further action is expected to be taken following the Executive Session.
- C. Mayor Cooper called the regular session back to order at 7:47 pm.
- D. Further action is the addition of Resolution 25-734 Property PSA and Assignment.
 - i. Motion to add to agenda made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 5-0.
- E. Sonny explained that the Resolution authorizes the city to pursue the purchase of the historic Train Depot at 316 Brooks Road in Medical Lake.
 - i. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Maxwell, carried 5-0.

12. **EMERGENCY ORDINANCES** - none

13. **UPCOMING AGENDA ITEMS** – none

14. **INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS** - none

15. CONCLUSION

- A. Motion to conclude at 7:50 pm made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0.



Terri Cooper, Mayor
pro tex

2/18/2025

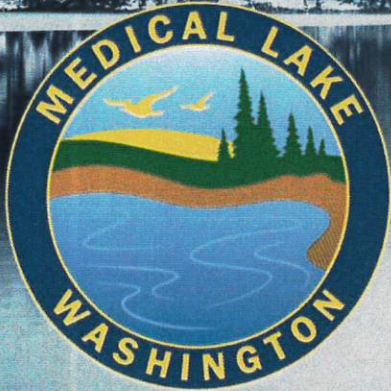
Date



Koss Ronholt, Finance Director/City Clerk

Medical lake Code Enforcement

CITY COUNCIL UPDATE
4th QUARTER 2024

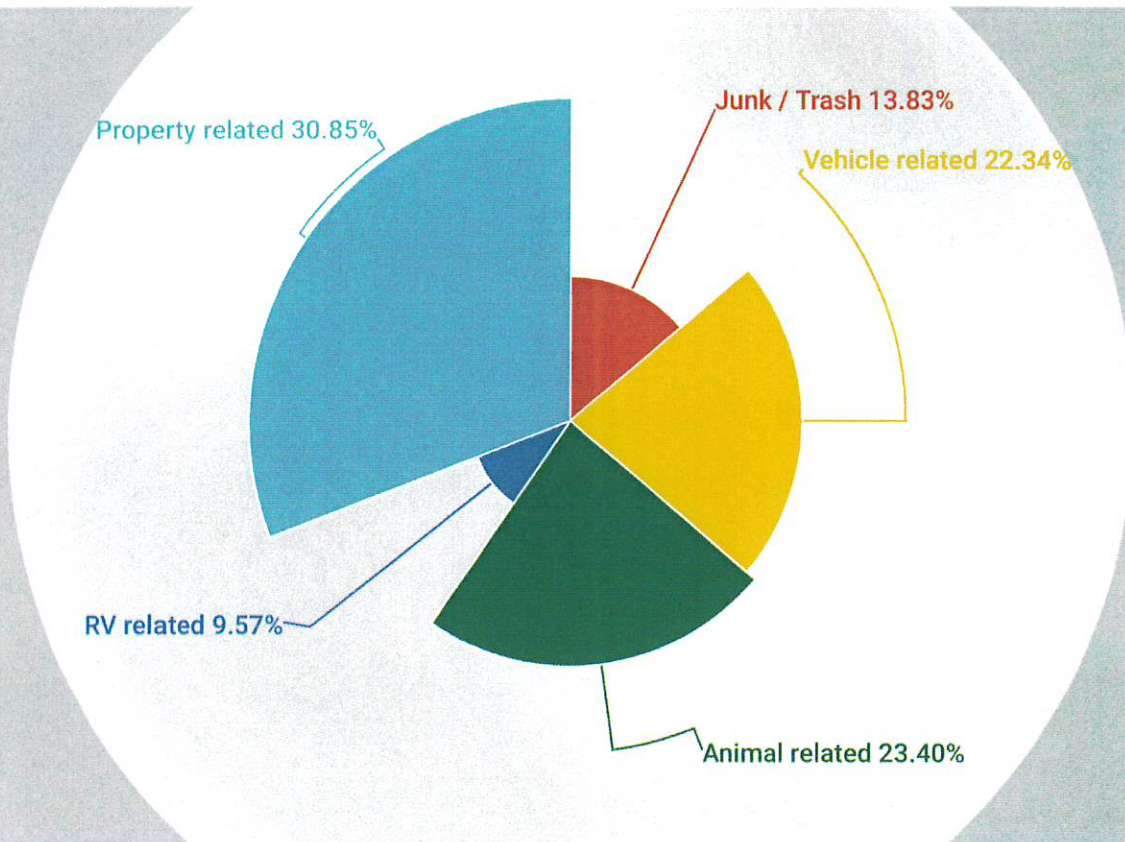


Dave Yuhas Code Enforcement

**Closed 2024 with
101 Cases**

**Closed 2023 with
85 Cases**





Moving forward

- *Enforcement of Abandoned vehicle / Junk vehicles*
- *Vacant Property work*
- *Code Enforcement SOP*
- *Update to Title 1 (Enforcement)*
- *Look into Case Management Software*
- *Update website (info tree)*



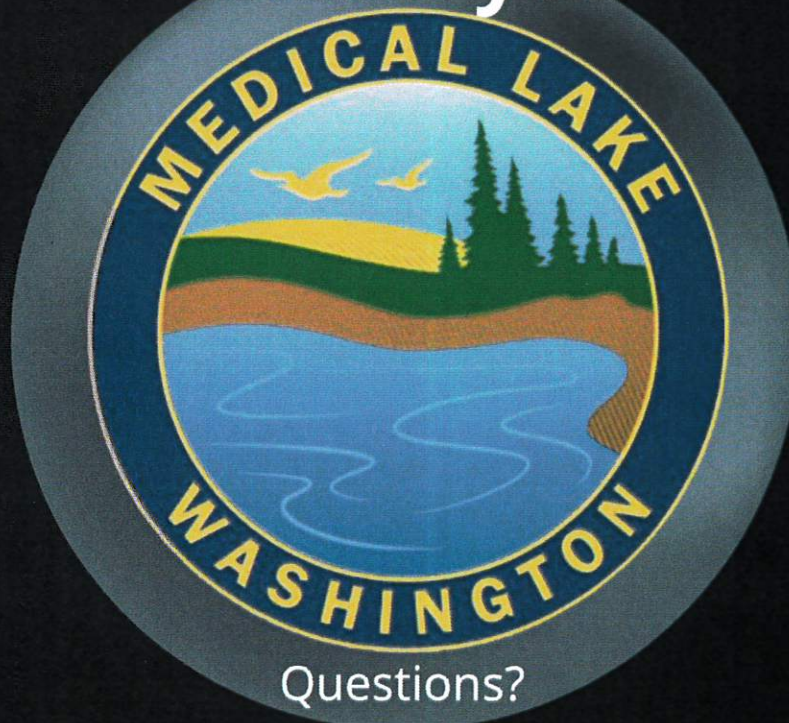
2024 Successes

Summary

- **Completed LE background and commissioned as Level 1 Special Deputy.**
- Requested and obtained a Ticket Book through the Sheriff's Office.
- Worked with the court and researched the Civil Infraction legal process.
- **Maintained, investigated and tracked a large case load (101).**
- **Issued a significant number of violation letters, some of which resulted in corrections and Civil Infractions.**
- Wrote an RFP for the WWTP. This allowed them to purchase a new truck which allowed my department to obtain their old truck for my duties.
- **Attended several training events, including the Fall WACE conference, Hoarding, 4th Amendment for CE.**
- Successfully enforced the CoML Shipping container ordinances.
- **Collaborated with and created professional relationships with several agencies on cases (DHS, APS, Regional Health, Sheriff's Office, SCRAPS).**
- Assisted Public Works with community outreach during the Scrub Seal Project.
- Attended CPR 1st aid training.
- Attempted proposal of new code / ordinance (vegetation / fire danger).
- Obtained, maintained and updated new equipment for my duties (Camera, Vehicle, Uniform Vest, Police Radio).
- Worked seamlessly with and assisted others with the enforcement of the VCPO.
- Re-initialized the LE Radio call sign (V11) that was left off the SREC CAD roster.
- **Starting / creating a CE abandoned vehicle enforcement process.**



Thank you



Questions?

WATERFRONT PARK 2025 Security Options



Extra Duty Deputies
10 hour shift every Saturday and Sunday between Memorial Day and Labor Day.
30 days = \$36,300



Uniformed Security Officer
8 hour shift every Thursday, Friday, Saturday, and Sunday between Memorial Day and Labor Day.
60 days = \$28,080

1



\$21,780
18 shifts @ \$1210 per shift

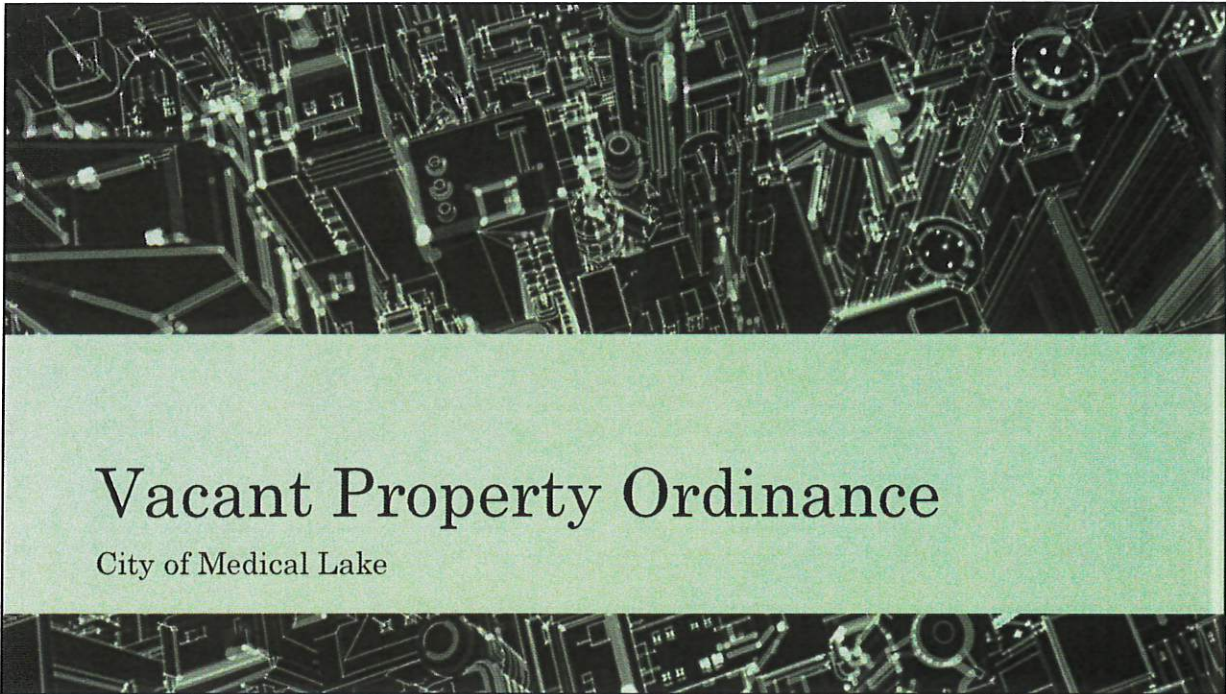


\$28,548
61 shifts @ \$468 per shift

MAY							JUNE							JULY							
			1	2	3		1	2	3	4	5	6	7				1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30						27	28	29	30	31			

AUGUST							SEPTEMBER						
					1	2	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
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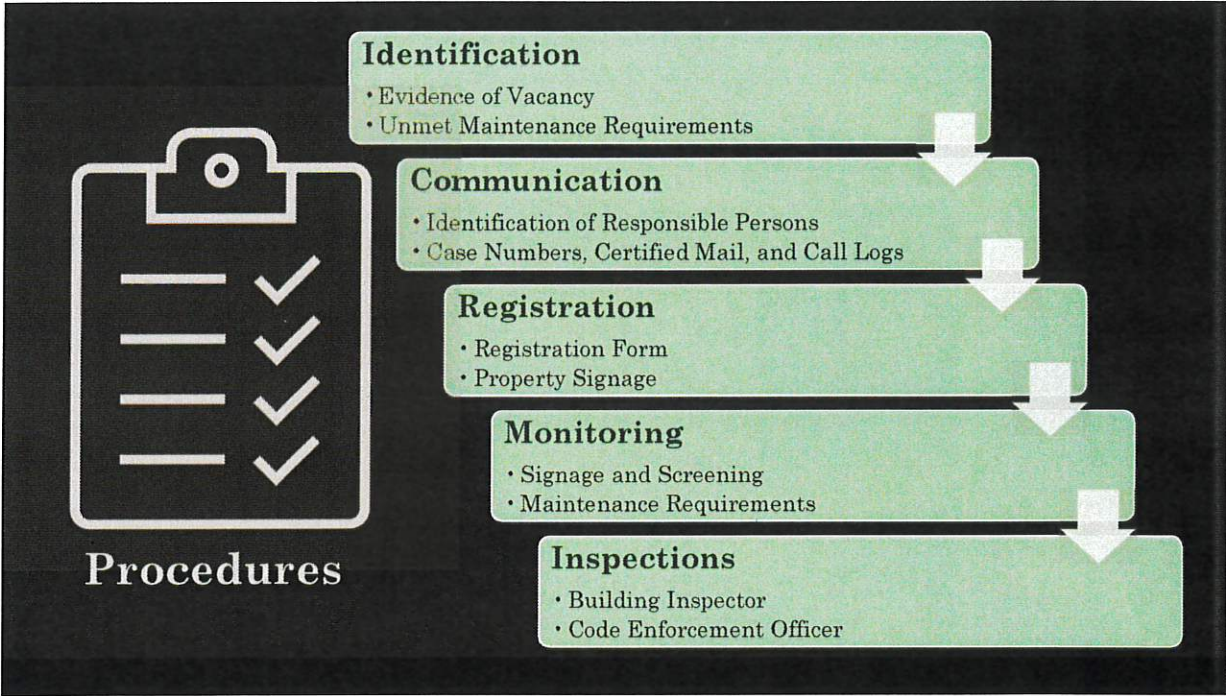


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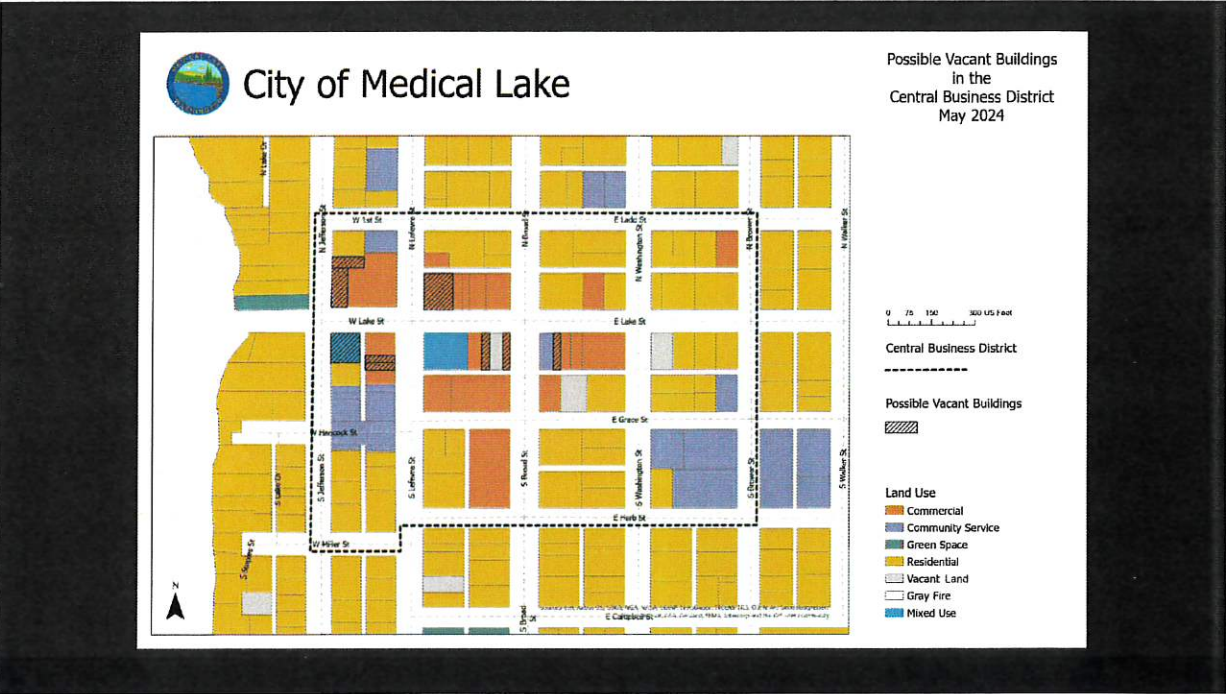
MEDICAL LAKE WASHINGTON

- Establish minimum maintenance requirements
- Vacant commercial space registration
- Window screening for commercial spaces not occupied for thirty days
- Fees for vacant commercial space registration
- Inspections

2



3



4





1

PURPOSE

City of Medical Lake
Local Hazard Mitigation Plan Overview

- FEMA Hazard Mitigation Plan (HMP) is a comprehensive document developed by a local, tribal, or state government to identify potential natural and man-made hazards, assess associated risks, and outline strategies to mitigate those risks.
- It is prepared to comply with the Disaster Mitigation Act of 2000 (DMA 2000) and FEMA regulations.
- The plan is essential for jurisdictions seeking eligibility for certain types of federal disaster assistance and grants.

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PLANNING PROCESS

The Hazard Mitigation Plan:

- is a system of prevention and recovery strategies from potential threats and vulnerabilities.
- ensures personnel and assets are protected and able to function quickly in the event of a disaster.
- is created to prioritize and restore critical functions after a disaster.
- enables the city to recover from a variety of disasters.
- outlines all the critical functions of the city.



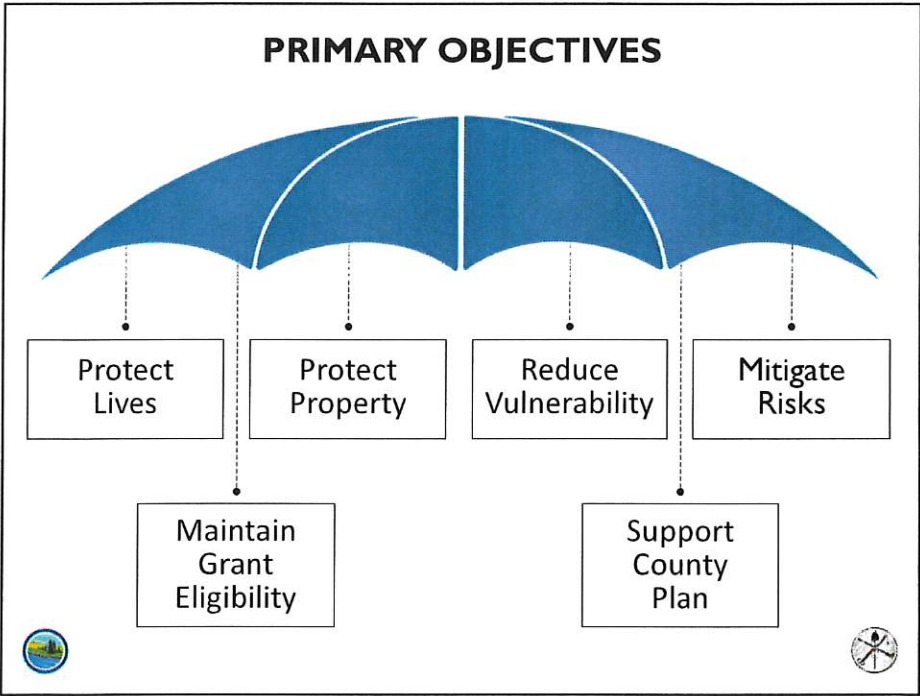
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WHAT IS IT?

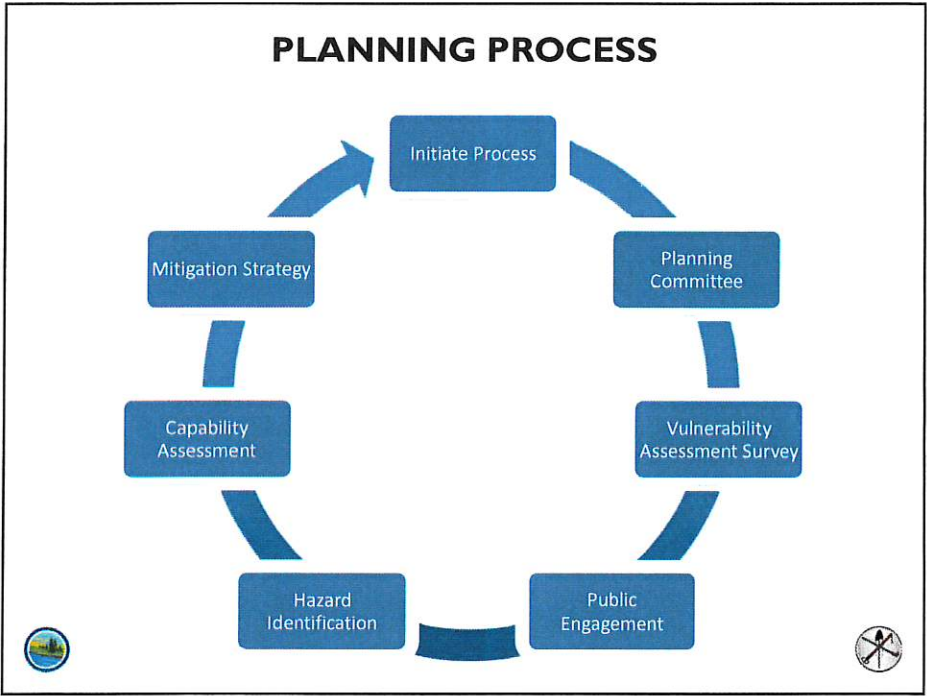
“A Hazard Mitigation Plan (HMP) identifies natural hazards that impact a community, assesses the community’s vulnerability to those hazards, and outlines actions the community will take to reduce or eliminate impacts. It serves as a long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage.” — FEMA



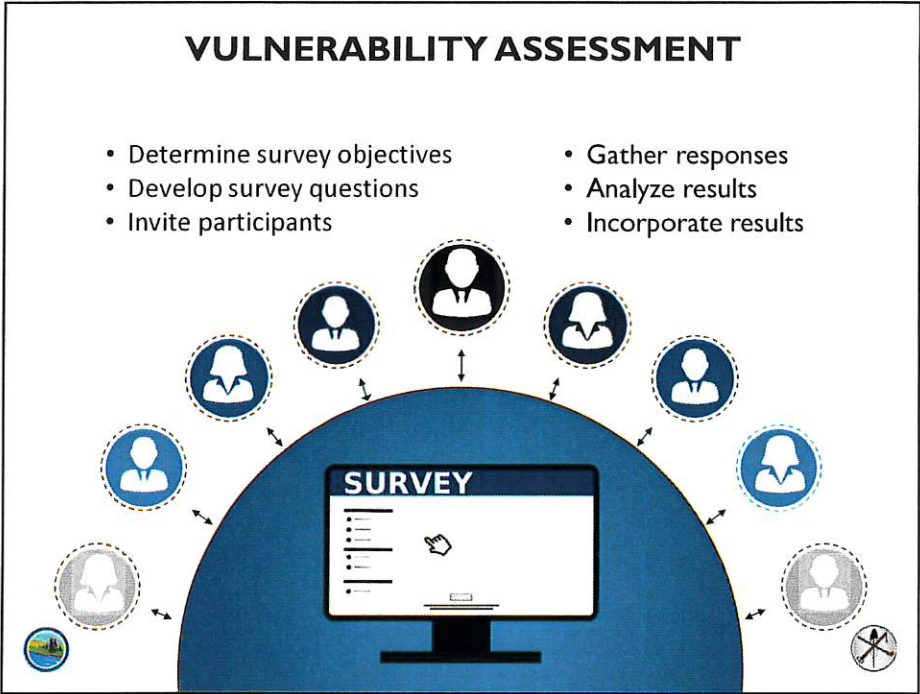
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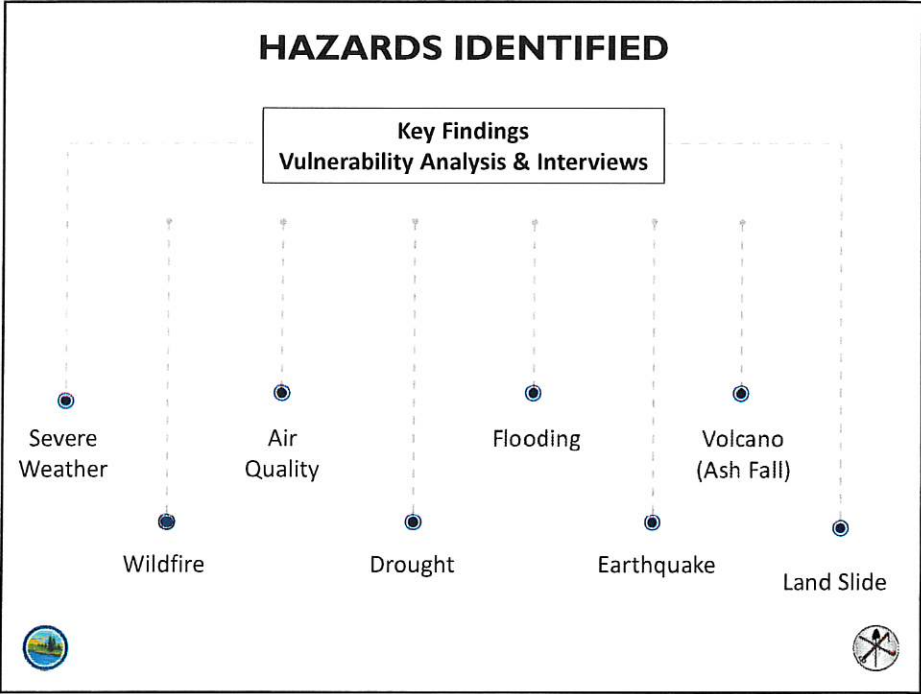
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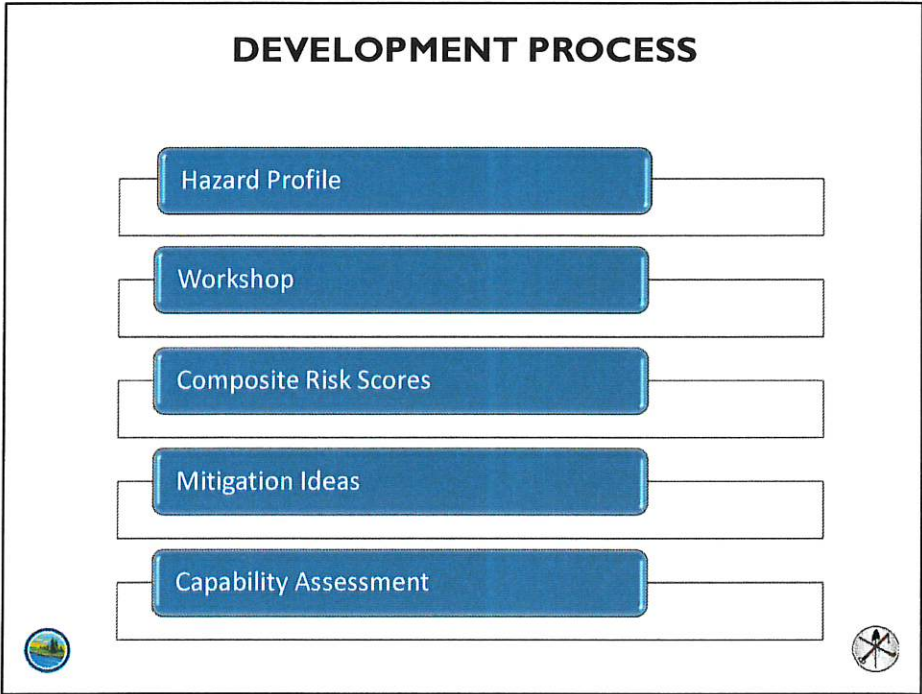
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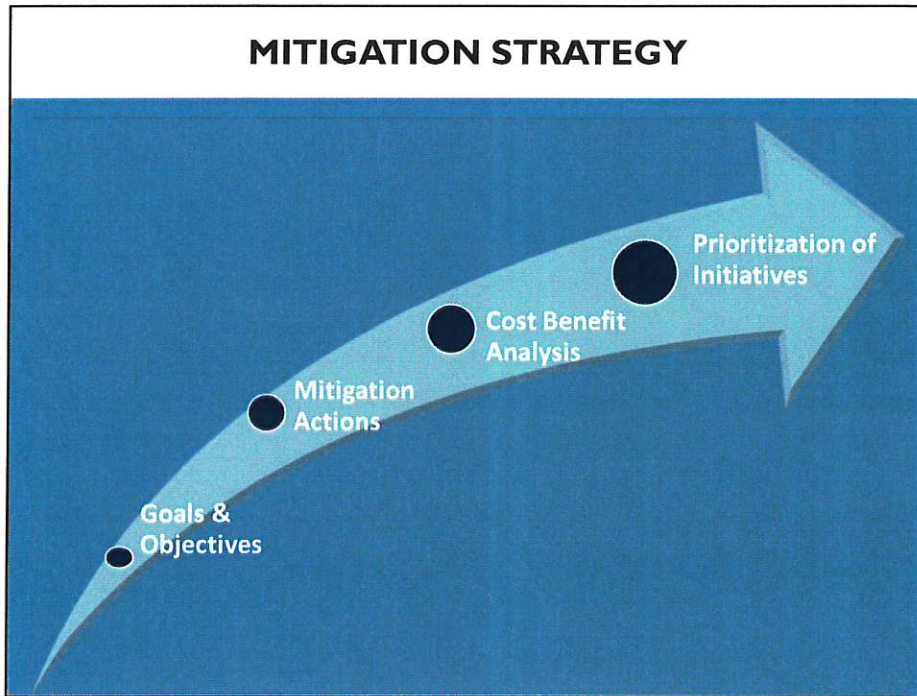


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CALCULATED PRIORITY RISK INDEX

Hazard	Probability	Magnitude	WT	Duration	Score
Wildfire (Air Quality)	3	3	4	4	3.5
Drought	4	2	1	4	2.75
Severe Weather	3	2	2	3	2.5
Flooding	2	2	2	4	2.5
Earthquake	1	2	4	2	2.25
Volcanic Activity	1	2	1	4	2
Landslides	1	1	4	1	1.75

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MITIGATION INITIATIVES

Goal # and Title	Action/Plan	Objective(s)	Priority Level
Goal 1 Minimize risk and vulnerability	Develop a database for mapping special needs populations	Target support for vulnerable populations during emergencies	High: Vulnerable Populations
	Implement wildfire defensible space around properties	Minimize loss of life, protect public health	High: Life Safety
	Floodplain management regulations	Minimize impacts to future development and natural resources	High: Life Safety
	Seismic retrofitting of critical infrastructure	Protect critical infrastructure from seismic activity	High: Critical Infrastructure

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MITIGATION INITIATIVES			
Goal # and Title	Action/Plan	Objective(s)	Priority Level
Goal 2 Protect critical infrastructure	Establish redundant communication systems (Radios, Satellite phones)	Ensure uninterrupted communication between emergency personnel	High: Life Safety
	Harden critical facilities (e.g., fire/police stations)	Ensure continuity of operations for emergency services	High: Critical Infrastructure
	Enhance redundancy in water and wastewater systems	Increase resilience in water and wastewater infrastructure	High: Critical Infrastructure
	Emergency response training for ICS and HAZMAT	Increase capacity for disaster response and preparedness	High: Critical Infrastructure

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MITIGATION INITIATIVES			
Goal # and Title	Action/Plan	Objective(s)	Priority Level
Goal 3 Improve public awareness and education	Community workshops on hazard preparedness	Increase community awareness of disaster preparedness	Medium: Preparedness and Awareness
	Firewise programs and community education on wildfire risks	Reduce wildfire risks through education and landscape management	Medium: Preparedness and Awareness
	Public outreach on wildfire, earthquake, and flood preparedness	Enhance public knowledge of hazards and preparedness	Medium: Preparedness and Awareness
	Develop evacuation and shelter-in-place plans	Provide clear evacuation and sheltering instructions	Medium: Preparedness and Awareness

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MITIGATION INITIATIVES			
Goal # and Title	Action/Plan	Objective(s)	Priority Level
Goal 4 Increase community capabilities	Emergency Kits and Preparedness Materials	Increase household preparedness with emergency kits	Medium: Vulnerable Populations
	Development of a community shelter for emergency refuge	Provide emergency refuge during large-scale disasters	Medium: Preparedness and Awareness
	Training and drills (including ICS, HAZMAT)	Improve emergency response and coordination among agencies	Medium: Critical Infrastructure
	Develop a Continuity of Operations Plan (COOP)	Maintain continuity of essential services during disasters	Medium: Critical Infrastructure

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MITIGATION INITIATIVES			
Goal # and Title	Action/Plan	Objective(s)	Priority Level
Goal 5 Adapt to climate change hazards	Climate adaptation strategies for flood, fire, and drought planning	Incorporate climate adaptation into land use planning	Medium: Preparedness and Awareness
	Protect groundwater from climate change and drought impacts	Safeguard water resources against long-term climate impacts	Medium: Preparedness and Awareness
Goal 6 Reduce fire severity and wildfire risks	Create fire-adaptive communities through education and prevention	Reduce fire risks and protect properties	Low: Administrative



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MITIGATION INITIATIVES			
Goal # and Title	Action/Plan	Objective(s)	Priority Level
<p>Goal 7 Maintain FEMA eligibility and grant funding</p>	Update Local Hazard Mitigation Plan every 5 years	Maintain FEMA grant eligibility and funding access	Low: Administrative

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- ### NEXT STEPS
- Public and stakeholder comment period
18 February 2025
 - Integrate input
 - Identify additional mitigation opportunities
 - Update the plan
 - Gain State, FEMA approval

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QUESTIONS



CHLOETA

BOBBIE JACKSON CEM, CBCP

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