

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
January 21, 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

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

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Koss Ronholt, Finance Director
Steve Cooper, WWTP Director
Elisa Rodriguez, City Planner
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 6:32 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Kennedy was previously excused and not present. Councilmember Speirs was present on Zoom. All other Council members were present in person.
 - ii. Councilmember Pritchard submitted an absence request for the February 4th meeting. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Shaffer, carried 6-0.

2. AGENDA APPROVAL

- A. Mayor Cooper added an Executive Session and requested to have it placed between agenda item 5 Reports. Motion to approve made by Councilmember Harbolt, seconded by Councilmember Maxwell, during discussion Councilmember Pritchard suggested placing it after agenda item 5 Reports, motion on the floor failed with all members voting nay. New motion to place the Executive Session after agenda item 5 Reports made by Councilmember Harbolt, seconded by Councilmember Maxwell, carried 6-0.
- B. Motion to approve agenda as amended made by Councilmember Shaffer, seconded by Councilmember Olson, carried 6-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Tammy Roberson, Medical Lake resident – spoke on wetlands. Submitted written documents to council via email as well. *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.*

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none

5. REPORTS

A. Public Safety

- i. SCSO Sherriff Kittilstved –Monthly crime stats included year end information. Most things were down. Shoplifting was the only crime that went up. Focusing on burglaries and encouraging citizens to lock vehicles and homes.
- ii. FD3 Chief Cory Rohrbach – year end call data – December was the slowest month of year with 45 calls. Up 19% over previous years. May have to do with sample size. Discussed recent press releases regarding emergency communication services (911).

B. Councilmember Committee Reports and Comments

- i. Councilmember Pritchard – HCDAC applications being reviewed soon. Mayor will do an appointment letter for Councilmember Pritchard as his appointment to the HCDAC committee is up.
- ii. Councilmember Shaffer – Finance Committee met and reviewed claims, payroll and Q4 budget which Mr. Ronholt will discuss later in the meeting.
- iii. Councilmember Maxwell – General Government Committee Public Works update – Lake Street ADA upgrades scheduled for spring as weather permits. WWTP upgrades.
- iv. Councilmember Olson – General Government Committee - crews out dealing with frozen pipe calls. Public safety – big thank you to sheriff and FD3 for their precise reports.
- v. Councilmember Harbolt – no report.
- vi. Councilmember Speirs – STA meeting set subcommittee members and discussed prioritization for the year/legislative agenda.

C. Mayor Cooper – shared that FEMA recently opened additional funding for disaster relief. Attended Cheney Community Court graduation, one graduate was from Medical Lake.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – Planning Commission has two vacancies, requesting applications (due 1/31). The draft Hazard Mitigation Plan is out for public input, on website and Facebook. Encouraged community to attend the January 23rd Planning Commission meeting and/or the February 4th City Council meeting for more information. Solid Waste services contract ends the end of April. An RFP will be coming out soon. CTR plan is due for update by June of this year. WSDOT has approved draft plan.
- ii. Koss Ronholt, Finance Director – 2024 Q4 Budget Report
 1. Gave a presentation, see attached.

6. EXECUTIVE SESSION

- A. Mayor Cooper stated that she along with the Council, City Administrator, legal counsel, and John Leland with Upward Advisors would meet in executive session to discuss the purchase or sale of land as allowed by RCW 42.30.110(b)(c).
- B. No further action was expected to be taken following the executive session.
- C. The Council exited chambers to hold the Executive Session in the annex building. Session started at 7:20 pm and was scheduled to end at 7:35 pm.
- D. At 7:35 pm, Mayor Cooper extended the executive session for an additional 5 minutes with a new end time of 7:40 pm.
- E. Council returned to chambers and at 7:40 pm, Mayor Cooper called the regular meeting back to order.

7. WORKSHOPS

- A. MLMC Title 1 Amendments

- i. Elisa Rodriguez, City Planner gave a presentation. See attached. Council would like to move forward with drafting and reviewing potential amendments.
- B. L & I Manufactured Home Placement Contract Renewal
 - i. Mr. Weathers explained the program and need for renewal. The City contracts with L & I for Manufactured Home Placement Inspections.

8. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **January 7, 2025**, minutes.
 - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Shaffer, carried 6-0.
 - ii. Approve **January 21, 2025**, Payroll Claim Warrants numbered **52107** through **52115** and Payroll Payable Warrants numbered **30194** through **30199** in the amount of **\$162,190.84** and Claim Warrants numbered **52116** through **52161** in the amount of **\$543,704.40**.
 - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Maxwell, carried 6-0.

9. PUBLIC HEARINGS – None

10. RESOLUTIONS

- A. 25-731 Agreement with ControlFreek for WWTP Updates
 - i. Mr. Weathers reviewed.
 - ii. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Olson, during discussion period, Councilmember Shaffer asked if there was cost associated since it isn't mentioned in the contract. Mr. Weathers – yes, there is cost associated. Councilmember Pritchard withdrew motion on the table. Mr. Weathers shared the cost with Council. Mayor Cooper requested to get pricing information added to contract as Attachment A. Motion to approve with Attachment A included made by Councilmember Shaffer, seconded by Councilmember Olson, carried 6-0.

11. ORDINANCES - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS – none

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - none

15. CONCLUSION

- A. Motion to conclude at 8:26 pm made by Councilmember Pritchard, seconded by Councilmember Shaffer, carried 6-0.



 Terri Cooper, Mayor



 Koss Ronholt, Finance Director/City Clerk

2/6/25
 Date



Budget Report

Quarter 4 – 2024 (100%)

1

General Fund

Account Type	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$2,548,853	\$2,632,251	103%
Expense	\$3,057,611	\$2,387,597	67%

Activity Analysis

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

2

General Fund Departments

Department	Current Total Budget	Fiscal Activity	Percent Used
Non-Departmental	\$1,034,300	\$835,360	81%
Grants	\$454,250	\$89,741	20%
Legislative	\$64,947	\$59,317	91%
Court	\$64,600	\$64,032	99%
Executive	\$261,721	\$243,654	93%
Legal	\$117,790	\$116,402	99%
Administrative Svcs	\$696,915	\$690,779	99%
Code Enforcement	\$92,095	\$63,233	69%
Building & Planning	\$271,043	\$219,867	81%

3

Special Revenue Funds

Streets 101	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$262,636	\$252,996	96%
Expense	\$268,860	\$247,931	85%
Streets – Restricted 104			
Revenue	\$1,475,000	\$1,442,641	98%
Expense	\$1,545,500	\$1,481,317	96%
ARPA 107			
Revenue	\$5,000	\$51,193	1,123%
Expense	\$531,219	\$283,440	53%

4

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	\$752,783	107%
Expense	\$725,941	\$654,159	90%
Parks & Rec. 112			
Revenue	\$523,000	\$574,648	110%
Dept.: Parks & Rec.	\$399,942	\$344,187	86%
Dept.: Parks Facilities	\$224,006	\$223,098	99%
Emergency Response 113			
Revenue	\$75,000	\$189,501	242%
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	\$7,246	120%
Expense	\$6,500	\$496	8%
Tourism 126			
Revenue	\$6,700	\$35,711	533%
Expense	\$66,500	\$52,804	79%

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Capital Improvement Funds

Capital Improvement 301	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$108,680	\$73,751	68%
Expense	\$364,000	\$155,124	43%
Parks Improvement 302	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$250,500	\$608,667	243%
Expense	\$295,000	\$139,022	47%

8

Proprietary Funds

Water 401	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$852,000	\$969,746	114%
Expense	\$922,969	\$794,165	99%
Water - Restricted 402			
Revenue	\$625,000	\$640,997	103%
Expense	\$750,000	\$570,010	76%
Solid Waste 407			
Revenue	\$695,000	\$765,907	110%
Expense	\$858,332	\$829,623	97%

9

Proprietary Funds (cont.)

Wastewater 408	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$1,305,500	\$1,430,930	110%
Dept.: WWC	\$387,007	\$340,403	88%
Dept.: WWT	\$1,202,756	\$1,187,841	99%
Wastewater – Restricted 409			
Revenue	\$0	\$762,757	100%
Dept.: WWT	\$1,330,000	\$540,671	41%
Broadband 410			
Revenue	\$0	\$4,102	%
Expenditures	\$104,000	\$2,250	2%

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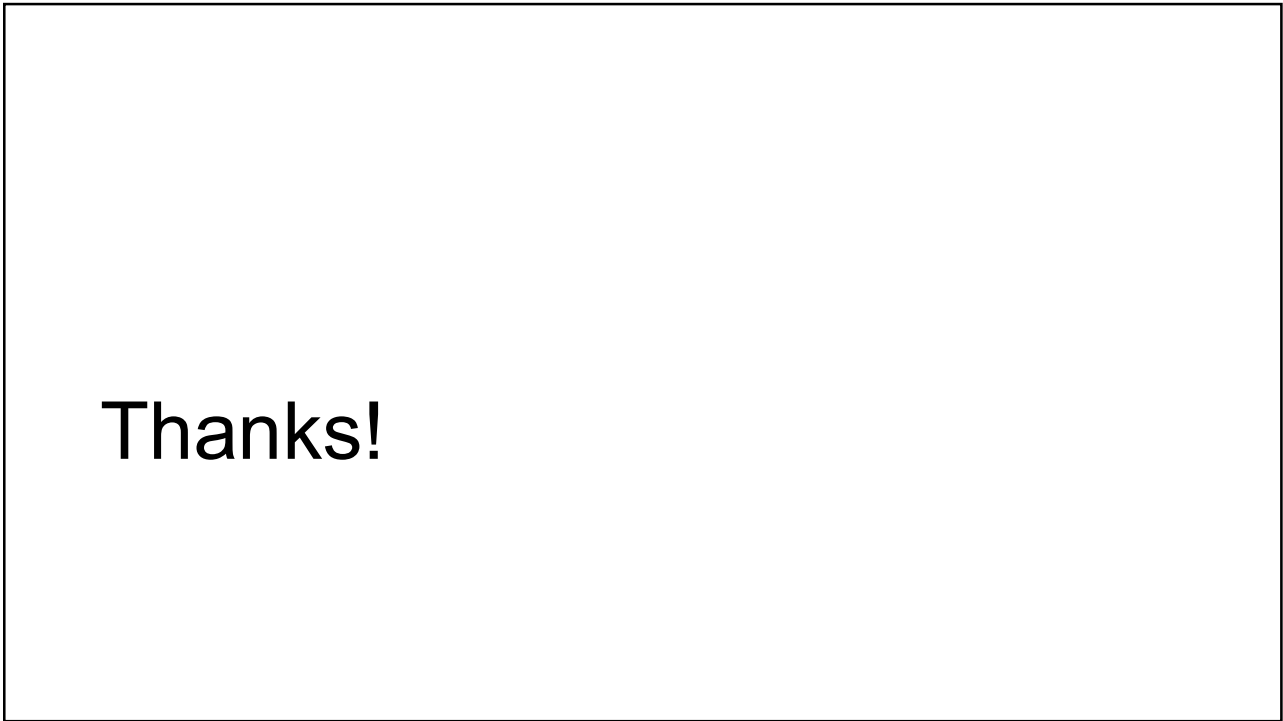
All Funds

Account Type	Activity
Revenue	\$11,010,395
Expense	\$10,479,571
Gain (Loss)	\$530,824

11

Possible Budget Amendments (cont.)

12





Code Enforcement

Creating a Clear Process

1

What is a Municipal Code?

Municipal Codes allow cities to create rules for matters of local concern.

Local Laws

2

How is the Code Administered?

All staff, all the time.

Rules, Regulations, Policies, Procedures

3

How is the Code Enforced?

Municipal Code provides the directive.

4

Issues with MLMC directives:

- Over reliance on “nuisance” provisions.
- Missing, incomplete or vague procedures.
- Many violations are misdemeanors.
- Variety of processes throughout code.

5

What is the Goal?

To have a safe, sanitary, beautiful city.

6

How do we attain this Goal?

- Create a singular, clear, comprehensive, objective approach to enforcement.
- Examine the severity of a violation and adjust the penalty.
- Explore fines/fees.

7

Next Step?

Draft code language to amend/update Title 1, addressing civil infractions.

8

Draft Language?

Outline Procedure (Investigate, Warn, Cite)

Provide Options

Voluntary Compliance Agreement

Stop Work Order

Citation

Abatement

Fine