

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
June 18, 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
Keli Shaffer
Lance Speirs
Don Kennedy
Bob Maxwell
Ted Olson (via Zoom)
Tony Harbolt

Administration/Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Dave Weisbeck, Building Inspector
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Assistant
Elisa Rodriguez, City Planner
Scott Duncan, Public Works Director

REGULAR SESSION – 6:30 PM

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

- A. Mayor Cooper called the meeting to order at 6:31 pm, led the Pledge of Allegiance, and conducted roll call. Councilmember Olson attended via Zoom with all other members attended in person.

2. AGENDA APPROVAL

- A. Add Section 9.D Resolution 24-689
- B. Strike Section 7.A.iii Retail Sale of Fireworks Permit 2024A
- C. 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. Mayor Cooper acknowledged the receipt of e-mail comments from a Medical Lake resident regarding fireworks that was only sent to Mr. Weathers and herself. This e-mail will be provided to councilmembers. Acknowledged receipt of e-mail comments from a Medical Lake resident concerning the recent ADA decision appeal, the speed limit on Brooks Road, ADA accommodations, and Martin Street wetland. Acknowledged receipt of a letter from a fourth-grade student regarding fireworks. *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. Undersheriff Kittilstved – spoke about fireworks and the ban for Medical Lake this year. The goal for enforcement of the ban is education and compliance. Safety is the priority. Under RCW Title 70, it is considered a misdemeanor to discharge fireworks under the ban.
- ii. SCFD#3 Chief Rohrbach – call volume holding steady for Medical Lake with fifty-nine calls for May. The area is in an extended drought and fire season has begun. The debris pile fire at DSHS is under control with no heat or smoke detected after three-hundred yards of fill material was dumped on it. It continues to be monitored daily by DSHS and SCFD#3 inspects once a week or so. The Medical Lake area will be staffed up for the 4th of July. Mayor asked if sawing is still allowed for clean-up of fire debris. Yes, currently still allowed. Citizens can visit the DNR website under Industrial Fire Precaution Levels to check status. [Industrial Fire Precaution Levels \(IFPL\) | WA - DNR](#)

B. Council Comments

- i. Councilmember Pritchard – Attended HCDAC meeting. They will reallocate money for Medical Lake apartment building. Also attended the West Plains Water Coalition.
- ii. Councilmember Shaffer – Finance Committee reviewed claim warrants. No issues.
- iii. Councilmember Speirs – no report.
- iv. Councilmember Kennedy – attended change of command of Medical Group at Fairchild AFB. Attended Spokane Regional Transportation Council’s project review meeting.
- v. Councilmember Maxwell – General Government Committee report – speed limit trailers out (on Stanley between Lake and 902). Reviewed public works projects.
- vi. Councilmember Olson – asked Mayor Cooper to read his submitted comments regarding shipping containers for the record. See attached.
- vii. Councilmember Harbolt – no report.

C. Mayor – Founder’s Day events were wonderful and there was a great turn out. Received many positive comments from citizens regarding Founder’s Day and interactions with city staff. Thanked staff and Re*Imagine Medical Lake for their hard work.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – echoed the Mayor’s sentiments regarding Founder’s Day. Linger at the Lake was amazing. Thanked Parks and Recreation staff and Hero Event Support for their hard work on the event. Also thanked Re*Imagine Medical Lake and city staff. He, Mayor Cooper and councilmember Speirs will attend the AWC Annual Conference this week. Waterfront Park lease extension ends at the end of this month. Currently working with DSHS on the lease agreement amendment and hope to have it for July 2nd meeting. The Franchise Agreement from Zippy has been received with the one for Comcast expected soon. The next Gray Fire Community meeting is June 26th and Planning Commission on June 27th.
- ii. Building and Planning Self-Assessment Report
 - 1. Mr. Weathers gave the report with a presentation. See attached.

6. WORKSHOPS

- A. Avista Community Resource Center at City Hall Facility Use Agreement
 - i. Mr. Weathers briefly explained Avista’s Public Safety Power Shutoff program and the use of City Hall to provide space for impacted citizens. The agreement will be on one of the July meeting agendas.
- B. Records Grant – Temporary Position and Budget
 - i. Koss Ronholt, Finance Director– explained the records grant received from OSOS and the part-time, temporary position.

7. ACTION ITEMS

A. Consent Agenda

- i. Approve **June 4, 2024**, minutes.
 1. Motion to approve made by councilmember Kennedy, seconded by councilmember Speirs, carried 7-0.
- ii. Approve **June 18, 2024**, Payroll Claim Warrants numbered **51397** through **51404** and Payroll Payable Warrants numbered **30123** through **30135** in the amount of **\$163,386.47** and Claim Warrants numbered **51405** through **51452** in the amount of **\$589,974.10**.
 1. Motion to approve made by councilmember Shaffer, seconded by councilmember Kennedy, carried 7-0.
- iii. Retail Sale of Fireworks Permit 2024A – Stricken, applicant withdrew their application.
- iv. Retail Sale of Fireworks Permit 2024B
 1. Mayor explained that the ban cannot include acts of commerce, only use and discharge. Discussion held.
 2. Motion to approve made by councilmember Shaffer, seconded by councilmember Maxwell, carried 7-0.

8. PUBLIC HEARING – none

9. RESOLUTIONS

- A. 24-655 Historic Preservation ILA with Spokane County
 - i. Motion to approve made by councilmember Kennedy, seconded by councilmember Shaffer, carried 7-0.
 - ii. Logan Camporeale with Spokane Historic Preservation – thanked council for their time. Applied for a grant to do a deep dive of Medical Lake history. Approved for review and hope to find out soon if they received the grant. Will provide materials for City Hall to hand out.
- B. 24-685 OSOS Records Room Grant Agreement
 - i. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.
- C. 24-687 6-Year TIP Update
 - i. Motion to approve made by councilmember Kennedy, seconded by councilmember Harbolt, carried 7-0.
- D. 24-689 Dept of commerce grant
 - i. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 7-0.

10. ORDINANCES

- A. Second Read 1115 Shipping Containers Text Amendment
 - i. Ms. Rodriguez reviewed the briefing sheet and explained to council that the goal of the second read is to reach an agreement on the code text and move forward with amending the MLMC. Discussion.
 - ii. Motion to approve made by councilmember Pritchard, seconded by councilmember Kennedy, carried 4-2-1 with councilmembers Harbolt and Speirs voting nay and councilmember Olston abstaining.

11. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS – None

12. EXECUTIVE SESSION - None

13. EMERGENCY ORDINANCES - None

14. UPCOMING AGENDA ITEMS

A. Councilmember Pritchard would like to have a workshop to discuss the future of fireworks.

15. CONCLUSION

A. Motion to conclude at 7:50 pm made by councilmember Pritchard, seconded by councilmember Shaffer, carried 7-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk



Date

Re: Ordinance 1115

Mayor and Council,

First, thank you for excusing me from the June 18th meeting.

Next, I want to be clear that I hold no animosity toward Mr. Stoker, or anyone for that matter, I cannot control how others feel about me.

To Elisa Rodriguez, a heartfelt thank you for all the extensive hard work you've put into this subject, as well as any project you've undertaken.

With the inundation of 'storage containers' (et al), we public officials have an obligation to the citizens of Medical Lake to ensure laws, rules, ordinances, resolutions, and the like are enforced, or change them.

Our school district has a legitimate need for these containers, as they are inexpensive and secure. Their representatives have indicated they will not require more of them. Also, because of their placement, those units do not have to be "hidden" as they already meet the current criteria.

However, several of these pods were purchased by Monark Storage on speculation. Whether these acquired containers were bought with or without knowing the regulations linked to our policies is a moot point. Either way, they remain empty until a conclusion is reached.

We all know the history of this subject. With that in mind, it should be resolved in a timely manner. In the meantime, drive around town. These containers are popping up. Recently, I've noticed another business has placed one, a new one by a church, and at least one along Stanley Street. There may very well be others.

Please look long range. We all want Medical Lake to remain beautiful. But these containers are anything but picturesque. If council approves the use of these containers at Monark, who will be next? The logical answer would be Stanley Storage.

In Monark's defense, I agree that the units can be masked relatively easily. However, that's not the case with Stanley Storage or other businesses.

I would suggest an amendment to Ordinance 1115 excluding mini-storages and other businesses, leaving just the school district with a legal status. This would bring the matter to a close.

Finally, please remember that Medical Lake is working on continued beautification for our residents and visitors. I am certain that none of us want to detract from that plan.

Thank you for your time.

Ted Olson

SELF-ASSESSMENT REPORT 2024

BUILDING, PLANNING, AND CODE ENFORCEMENT



1

OBJECTIVES AND PRIORITIES



- **The Ultimate Goal of Building and Planning**
 - **Permitting and Inspections** ensure compliance with building codes resulting in safe and reliable building practices.
 - **Land Use Planning and Development Regulations** guide growth by ensuring adequate essential facilities and services, quality of life factors, economic investment, and anticipation of needs.
 - **Code Enforcement** promotes community goals and improves quality of life by protecting the public from health and safety risks.




2

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 - **Rebuilding after the Gray Road Fire**
 - Providing for public health and safety, improving the resiliency of local infrastructure, and reducing risk and vulnerability for the future while coordinating and effective and efficient recovery and rebuilding effort.
- 
 - **Comprehensive Plan Periodic Update 2026**
 - A thorough review of our comprehensive plan through a planning process including community input and addressing land use, housing, utilities, transportation, and capital facilities.
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 - **Medical Lake Municipal Code Updates**
 - Amending the overall organization of local Codes and standardizing chapter organization, definitions, formatting, capitalization, and references.

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ORGANIZATIONAL MANAGEMENT



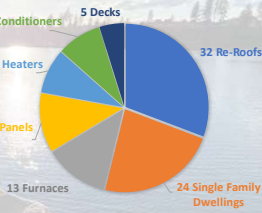
- **The Building, Planning, and Code Enforcement Team**
 - 1 Full-Time Building Inspector.
 - 1 Full-Time City Planner
 - 1 Part-Time (.6 FTE) Code Enforcement Officer
- **Report to the City Administrator**
 - Weekly staff meetings and regular check-ins.
- **Employee Training and Evaluations**
 - All personnel are members of trade associations and attend conferences.
 - Annual Employee Evaluations review goals and provide feedback.

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PERMITTING AND INSPECTION APPROACH & PROCESS



124 Permits through 6/1/2024




Permit Type	Count
Re-Roofs	32
Single Family Dwellings	24
Furnaces	13
Solar Panels	12
Water Heaters	9
Air Conditioners	9
Decks	5

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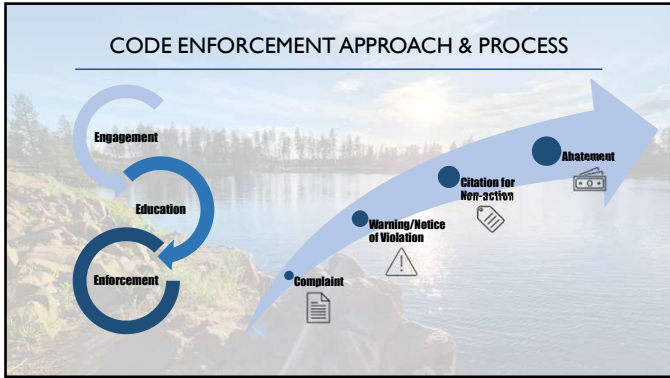
PLANNING AND ZONING APPROACH & PROCESS

Recent Initiatives

- Critical Areas Ordinance Update
- Zoning Map Update
- Adding GIS capabilities for the City
- Rights-of-Way Code Update
- Comprehensive Plan Periodic Update
- Monthly Newsletter
- Shipping Container Text Amendment



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OPERATIONAL PLANS AND CONTROLS

Plans:	Codes:	
Strategic Plan	Building Code	Mechanical Code
Comprehensive Plan	Residential Code	Fuel Gas Code
Shoreline Management Plan	Fire Code	Existing Building Code
	Energy Conservation Code	Property Maintenance Code
	Uniform Plumbing Code	WUI Code

- **Contracts and Agreements**
 - Planning Consultant (SCJ Alliance)
 - Hearing Examiner (Spokane County)
 - Manufactured Home Placement (L&I)
 - Animal Control (SCRAPS)

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RESOURCE MANAGEMENT

- **Building:**
 - Recent Vice Chair of Washington State Advisory Board of Plumbers
 - Past Chair of the Inland Northwest ICC Chapter
 - Past Chair of the Inland Northwest IAPMO Chapter
- **Planning:**
 - Supports Steering Committee of Elected Officials as a member of the Planning Technical Advisory Committee (PTAC)
- **Code Enforcement:**
 - Parking enforcement in work
 - Vehicle needed

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STAFF REPORT SNAPSHOT

<p>Short Range:</p> <ul style="list-style-type: none"> • Hazard Mitigation Plan RFP – initial meeting pending • Communication Plan RFP – due May 28 • Public Engagement Services RFP – being written • Shipping Containers – Ordinance tonight • Housing Needs Analysis – started • Street Vacations – draft language • PUG (Periodic Update Grant) - Prepping 	<p>Long Range:</p> <ul style="list-style-type: none"> • Home Occupation – update MLMC • Short-term vacation rentals - update MLMC
<p>Issues:</p>	<p>Successes:</p> <p>Successfully lost to the mayor @ Founder's Day Golf Tournament.</p>

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