

**CITY OF MEDICAL LAKE  
City Council Regular Meeting**

6:30 PM  
March 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**

Chad Pritchard  
Keli Shaffer  
Lance Speirs  
Don Kennedy  
Bob Maxwell  
Tony Harbolt

**Administration & Staff**

Terri Cooper, Mayor  
Sonny Weathers, City Administrator  
Koss Ronholt, Finance Director  
Scott Duncan, Public Works Director  
Steve Cooper, WWTP Director  
Roxanne Wright, Administrative Clerk  
Thomas Rohrer, Legal Counsel

**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 Olson was ill and requested an absence.
    - 1. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 6-0.
  - ii. All other members were present.

**2. AGENDA APPROVAL**

- A. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Shaffer, carried 6-0.

**3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**

- A. none

**4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none**

**5. REPORTS**

- A. Councilmember Committee Reports and Comments
  - i. Councilmember Pritchard – Geo Walk scheduled for April 26<sup>th</sup> at 1 pm. Meet at Waterfront Park. Attended HCDAC meeting, homeless funding was discussed. He noted Medical Lake Food Bank funding request was approved.

- ii. Councilmember Shaffer – Finance Committee met and discussed claim warrants. All in good order.
  - iii. Councilmember Speirs – attended AWC Action Days with the mayor and Mr. Weathers. Enjoyed speaking with legislators and is hopeful for positive outcomes.
  - iv. Councilmember Kennedy – will attend Regional Transportation Council meeting next week.
  - v. Councilmember Maxwell - none
  - vi. Councilmember Harbolt - none
- B. Mayor Cooper – spent two weeks in Olympia during Legislative session which is still ongoing. Excellent engagement. Bill to make police funding for Eastern State Hospital statutory passed through senate. Capital request still in consideration. Good to be part of the process. Met with Representative Dent out of Moses Lake regarding wildfire recovery. He started a wildfire caucus that she attended this morning via Zoom. Went to the High School this morning to honor, Melissa Plute, a student awarded WSU President’s Award. Attended Broadlinc board meeting.
- C. City Administrator & City Staff
- i. Sonny Weathers, City Administrator – shared about AWC Action Days and having a voice in Olympia, encouraging engagement. “Spring” clocks forward this weekend. On March 12<sup>th</sup> the Gray Fire Recovery Community meeting will be combined with CWPP meeting held at the Pence Building at EWU 6-8 pm. Purchase of Medical Lake Depot has completed. Lots of community support. Maybe plan a community service day to give a sneak peek and get help with clean up. The Hazard Mitigation Plan is drafted with public input incorporated. It will be sent off to the State and FEMA for review. Once approved and reviewed, will bring back to council for discussion and adoption. Mayor would like to put together an advisory committee for the depot usage.
  - ii. Public Works Self-Assessment Report
    - 1. Scott Duncan, Public Works Director, gave a presentation. See attached.
  - iii. Grant Performance Report – SLCGP
    - 1. Koss Ronholt, Finance Director, gave an update on the SLCGP (Cyber Security Refresh) grant.

## 6. WORKSHOPS

- A. CTR Plan 2025 Update (Resolution 25-743)
  - i. Mr. Weathers gave context and reviewed the CTR Plan. Council was given both hard and electronic copies.

## 7. ACTION ITEMS

- A. Consent Agenda
  - i. Approve **February 18, 2025**, minutes.
    - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.
  - ii. Approve **March 4, 2025**, Claim Warrants numbered **52255** through **52295** in the amount of **\$617,496.57**.
    - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 6-0.

## 8. PUBLIC HEARINGS – none

## 9. RESOLUTIONS

- A. 25-737 Broadlinc Water Tower Lease Agreement
  - i. Ariane Schmidt with Broadlinc reviewed the agreement.

- ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.
- B. 25-740 Summer Concert Series Service Agreement with Hero Events
  - i. Mr. Weathers reviewed.
  - ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.
- C. 25-742 Designation of Site Control and Commitment of Funds for Wastewater/Sewer system Improvements
  - i. Mr. Weathers reviewed.
  - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Kennedy, carried 6-0.

**10. ORDINANCES** - none

**11. EXECUTIVE SESSION** - 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 7:47 pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.

  
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Terri Cooper, Mayor

  
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Koss Ronholt, Finance Director/City Clerk

  
\_\_\_\_\_  
Date



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The slide has a background image of a street scene. At the top right, there is a blue silhouette logo of a chess knight and a rook. The main heading "OBJECTIVES AND PRIORITIES" is centered at the top. Below it, a sub-heading "The Ultimate Goals of Public Works" is followed by a bulleted list of three items. On the right side, there is a circular flow diagram with four stages: Plan, Budget, Manage, and Evaluate, connected by arrows in a clockwise cycle.

## OBJECTIVES AND PRIORITIES

- **The Ultimate Goals of Public Works**
  - Ensure the reliable delivery of clean, safe drinking water and sustainable management of our water resources.
  - Provide efficient wastewater collection and treatment, protecting the environment and public health
  - *Maintain and improve the city's streets and transportation infrastructure to promote safety, accessibility, and economic vitality.*

Plan  
Budget  
Manage  
Evaluate

2



-  **Jefferson Water Main Replacement**
  - The Jefferson water main replacement project was completed efficiently, improving water quality and reliability while minimizing disruptions to the community..
-  **Gray Road Fire Recovery Efforts**
  - The Gray Road fire recovery efforts have focused on restoring infrastructure, assisting displaced residents, and ensuring community safety as rebuilding progresses.
-  **Transportation Improvements**
  - TIB funded maintenance and scrub seal work, Lefevre St Complete Streets, etc.
-  **Water System Plan Update / Sanitary Survey**
  - Updating the water system plan to enhance infrastructure efficiency, reliability, and sustainability while addressing current and future water management needs..

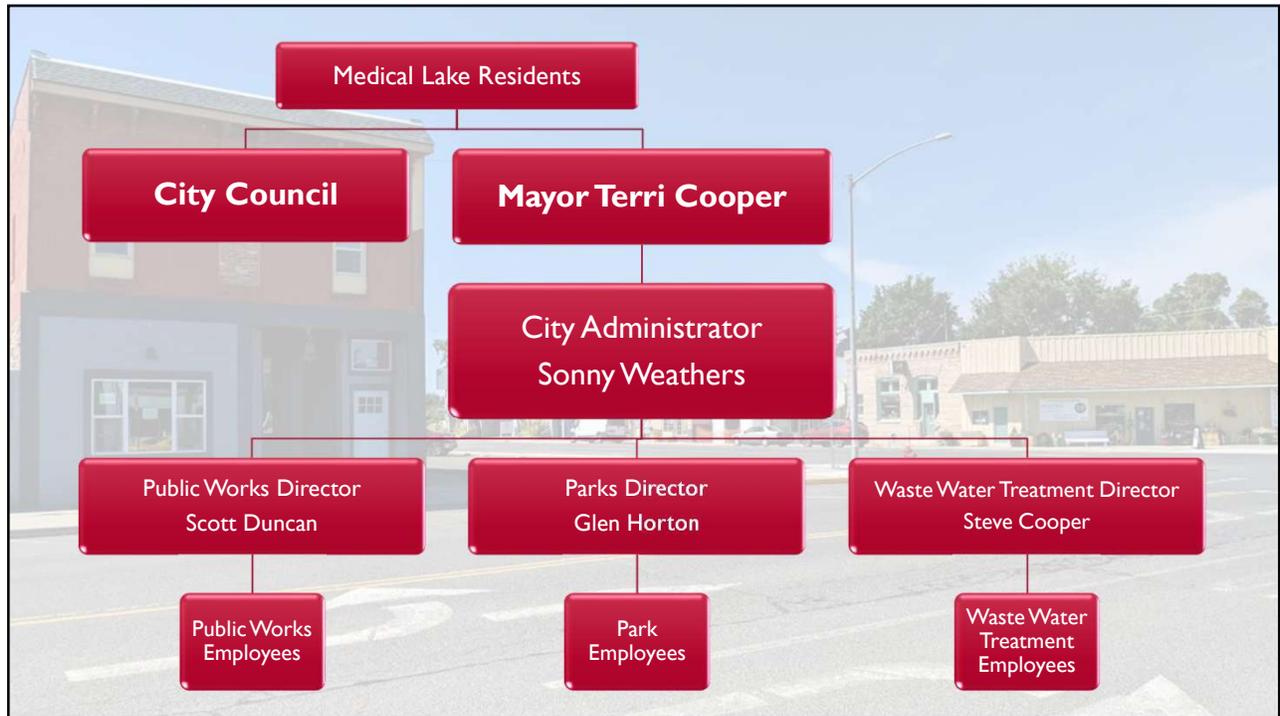
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## ORGANIZATIONAL MANAGEMENT

- Strategic Planning:** Aligning public works projects with long-term community needs.
- Leadership & Decision-Making:** Establishing clear roles and fostering accountability.
- Collaboration & Communication:** Coordinating across departments and engaging others.
- Resource Allocation:** Efficiently managing budgets, personnel and equipment.
- Project Tracking & Adjustments:** Monitoring daily projects and making necessary adjustments to support multiple ongoing projects.

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## STREET PLOWING – THE SAFETY OF OUR CITIZENS IS TOP PRIORITY

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## OPERATIONAL PLANS AND CONTROLS

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- Strategic Plan
- Transportation Improvement Plan
  - SCMP 2025
  - Scrub Seal 2025
  - ADA Ramp upgrades (Lake St)
  - Lefevre St improvements
- Capital Improvement Plan
  - Storm Water Mitigation Grant
- Emergency Management Plan
- Water System Plan
  - 6-Year Water Plan
  - Cross Connection Control
  - Four Lakes Water System

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## RESOURCE MANAGEMENT



- Oversee the Public Works Department.
- Plan, schedule, and direct all regular department work.
- 24/7 On-call duty for emergency response and safety problems.
- Maintain records and maps of all water and sewer infrastructure.
- Locate City-owned utilities for the regional Once Call System.
- Report on operational needs and
- Snow removal, training, budgeting, etc.
- Ensure compliance with all local, state, and federal laws, policies, procedures, and safety standards.

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### • Pictures worthy of note

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Conduit for the Lefevre St.  
Project

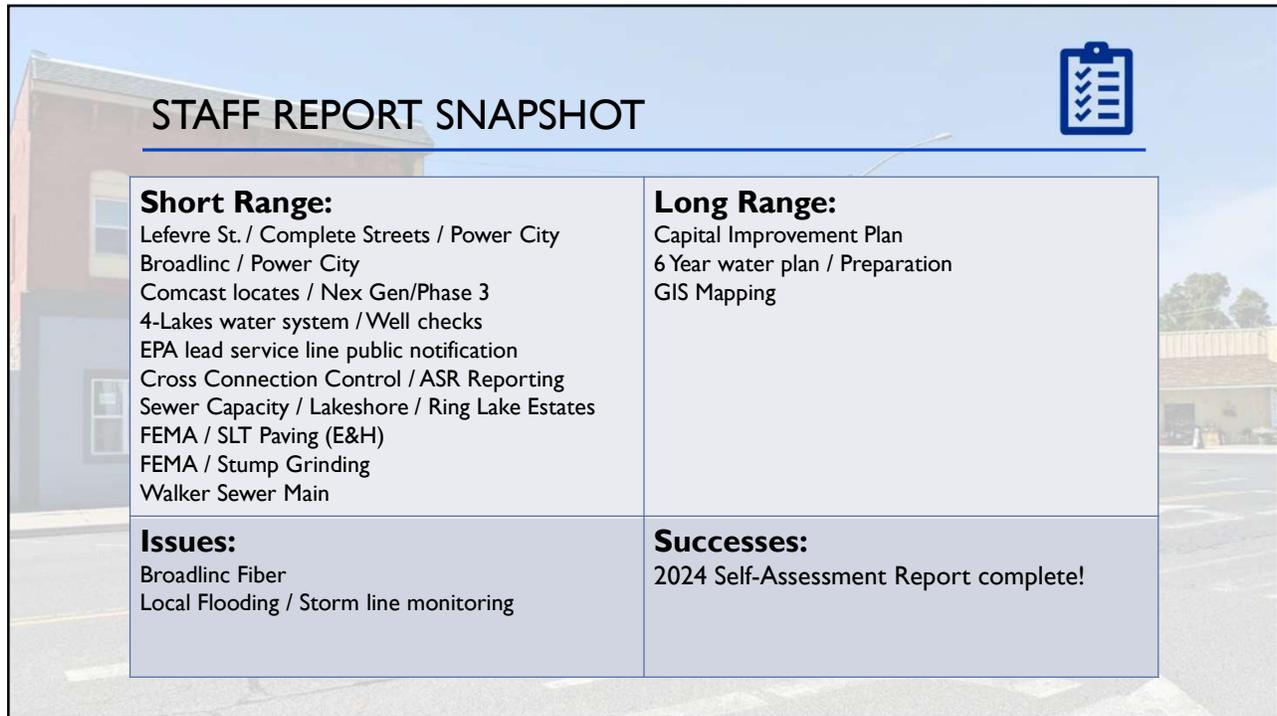


Lehn Rd Transmission  
Main



SCMP 2024 Repairs on Fox  
Ridge

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## STAFF REPORT SNAPSHOT

<p><b>Short Range:</b> Lefevre St. / Complete Streets / Power City Broadlinc / Power City Comcast locates / Nex Gen/Phase 3 4-Lakes water system / Well checks EPA lead service line public notification Cross Connection Control / ASR Reporting Sewer Capacity / Lakeshore / Ring Lake Estates FEMA / SLT Paving (E&amp;H) FEMA / Stump Grinding Walker Sewer Main</p>	<p><b>Long Range:</b> Capital Improvement Plan 6 Year water plan / Preparation GIS Mapping</p>
<p><b>Issues:</b> Broadlinc Fiber Local Flooding / Storm line monitoring</p>	<p><b>Successes:</b> 2024 Self-Assessment Report complete!</p>

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