

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

6:30 PM  
March 18, 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 via Zoom  
Ted Olson  
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 via Zoom  
Glen Horton, Parks & Recreation Director

**REGULAR SESSION – 6:30 PM**

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

- A. Mayor Cooper called the meeting to order at 6:30 pm, led the Pledge of Allegiance, and conducted roll call.
  - i. Councilmember Shaffer was ill and requested an absence.
    - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.
  - ii. Councilmember Pritchard was present on Zoom with all other members present in person.

**2. AGENDA APPROVAL**

- A. Strike 6A Workshop Personnel Policies Update – Leave Policy (Res 25-745), add 9C Resolution 25-746 TIB Amendment.
  - i. Motion to approve change made by Councilmember Olson, seconded by Councilmember Maxwell, carried 6-0.
- B. Motion to approve as amended made by Councilmember Kennedy, seconded by Councilmember Olson, carried 6-0.

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

- A. Kirsten Cook and Gerri Johnson with Re\*Imagine Medical Lake – presented a gift to the city of a framed historical map of Medical Lake. Commended the City and Council for their work, in particular the attention to historical preservation.

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

## 5. REPORTS

### A. Public Safety

- i. Inspector Lundgren with SCSO – staffing down to one open position, first time in several years to have so many filled positions. Recent training on new software – search engine to search across all platforms. Will save time and help law enforcement. Crime stats – community continues to be safe – average one case per day (may or may not be an actual case ending in arrest).
- ii. T. Bunce from FD3 – Community Wildfire Protection Plan (CWPP) meeting was held on March 12th. Thanked the mayor and Mr. Weathers for attending. Of the 25-30 attendees, almost all were from Medical Lake. Shared on FD3 program for homeowners providing suggestions on fire protection. District 3 applied for a grant that would give funds for wildfire prevention. They will have participants in Fools Run at Midnight event and are currently working with Re\*Imagine Medical Lake on coverage for Founder's Day.

### B. Councilmember Committee Reports and Comments

- i. Councilmember Pritchard – HCDAC meeting. Commended them for always supporting Medical Lake and the West Plains.
- ii. Councilmember Speirs – STA sent Commissioner French to Washington DC to speak to administration and emphasize the importance of public transit.
- iii. Councilmember Kennedy – Finance Committee met, reviewed claims, no issues. Last week attended SRTC meeting, discussed primary planning groups and congestion management process throughout the state. State plans to reduce miles individuals travel.
- iv. Councilmember Maxwell – General Government Committee met and discussed Complete Streets projects. Maintenance ready to start on potholes and street repairs. WWTP upgrades.
- v. Councilmember Olson – Safety Committee discussed citizen concern regarding fire hydrants on Lefevre during construction; yes, they are working. Speed trailers will be here next week. Street sweepers out. Hydrant flushing begins April 1<sup>st</sup>.
- vi. Councilmember Harbolt – no report

C. Mayor Cooper – West Plains Chamber of Commerce Annual Meeting is March 26<sup>th</sup>, 8am-10am at Norther Quest. Extended invite to council and department heads. Attended two CWPP meetings. Attended Governor's Prayer Breakfast. Reported on staff cleaning day at the recently purchased depot, progress being made.

### D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – attended CWPP meeting. Community was heard, notes taken. Appreciated the attendance from the community and the input given. Coney Island dock project, all permits in hand and construction should begin later in June. Progress being made on kitchen upgrade. Planning Commission meeting March 27<sup>th</sup>, Fools Run at Midnight on March 29<sup>th</sup> and City Council on April 1<sup>st</sup>.

## 6. WORKSHOPS - none

## 7. ACTION ITEMS

### A. Consent Agenda

- i. Approve **March 4, 2025**, minutes.
  1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 5-1 with Councilmember Olson abstaining due to absence at that meeting.

- ii. Approve **March 18, 2025**, Payroll Claim Warrants numbered **52296** through **52303** and Payroll Payable Warrants numbered **30208** through **30215** in the amount of **\$175,597.09** and Claim Warrants numbered **52304** through **52346** in the amount of **\$266,115.87**.
  - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.

**8. PUBLIC HEARINGS – none**

**9. RESOLUTIONS**

- A. 25-739 2025 Extra Duty Officer Agreement with SCSO
  - i. Mr. Weathers provided background and reviewed terms.
  - ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 6-0.
- B. 25-743 CTR Plan 2025 Update
  - i. Mr. Weathers gave a synopsis of the process for the CTR Plan. LeAnn Yamamoto with Commute Smart NW was present via Zoom and offered information regarding the plan.
  - ii. Motion to approve made by Councilmember Speirs, seconded by Councilmember Maxwell, carried 5-1 with Councilmember Kennedy voting nay.
- C. 25-746 Amending TIB Fuel Tax Agreement for Lefevre St. Pedestrian/Bike Improvements Project
  - i. Scott Duncan, Public Works Director, explained the reason for amendment – current contract due April 1<sup>st</sup> but project is running behind. This extends agreement to August 1, 2025.
  - ii. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, 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 –**

- A. Mayor Cooper shared that there were several articles about Medical Lake in the current edition of West Plains Stream. She met with the editor and is pleased with their engagement.

**15. CONCLUSION**

- A. Motion to conclude at 7:18 pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 6-0.

  
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Terri Cooper, Mayor

  
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Koss Ronholt, Finance Director/City Clerk

4/1/25  
\_\_\_\_\_  
Date