

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
April 15, 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
Ted Olson
Tony Harbolt

Administration & Staff

Terri Cooper, Mayor
Sonny Weathers, City Administrator
Thomas Rohrer, Legal Counsel
Scott Duncan, Public Works Director
Koss Ronholt, Finance Director
Roxanne Wright, Administrative Clerk
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 6:31 pm, led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Maxwell requested an absence from tonight’s meeting.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Harbolt, carried 5-0.
 - ii. Councilmember Harbolt requested absence from the next council meeting on May 6, 2025.
 - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Speirs, carried 5-0.
 - iii. Councilmember Pritchard arrived at the meeting at 6:35 pm. All other Council members were present in person.

2. AGENDA APPROVAL

- A. Motion to approve made by Councilmember Olson, seconded by Councilmember Shaffer, carried 5-0.

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. No comments.

4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS - none

5. REPORTS

- A. Public Safety

- i. Inspector Lundgren from SCSO – provided feedback on traffic enforcement special patrol. Calls and incidents from last month have no real trends. Low call volume. Seventeen cases are potentially criminal. Mayor Cooper mentioned a citizen comment about speeding on Tara Lee in Fox Hollow. Potential safety hazard.
- ii. FD3 Chief Rohrbach – March stats are in with fifty-two calls, which is average. Call types also average. First significant wildfire of the year was out by Deep Creek, outside of city limits. Fire hazard is temporarily reduced with the live greenery coming up. April 26th is the Annual Fisherman’s Breakfast beginning at 5 am.

B. Committee Reports/Council Comments

- i. Councilmember Pritchard – apologized for being late to the meeting.
- ii. Councilmember Shaffer – Finance Committee met, reviewed claims and discussed Q1 budget.
- iii. Councilmember Speirs – no report
- iv. Councilmember Kennedy – no report
- v. Councilmember Olson – General Government Committee updated on Complete Streets. Liberty Concrete is busy installing light poles between Ladd and Grace. Lake St. ADA project is taking off also. City crews are prepping streets for Scrub and Chip seal and filling potholes. This year should be better for the scrub seal, more preparation and learned a lot from last year. Hydrant flushing in progress until around the end of the month. A third of the hydrants are done every year. Well levels are near normal for this time of year. Compost trailers are open. WWTP PLC upgrades in progress. Speed trailers are going in on S. Lefevre. Street sweepers are prepping for scrub seal. WWTP continues safety programs.
- vi. Councilmember Harbolt - none

C. Mayor Cooper

- i. Attended SRTC meeting, great to be with regional partners. Appointed to state emergency management council and attended first meeting. Working on recommendations to propose to the governor. Broadlinc applied for B class grants.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – shared about the upcoming Planning Commission Meeting (4/17 @ 5:30pm), Kiwanis Easter Egg Hunt (4/19 @ 11am), and Fisherman’s Breakfast (4/26 from 5am – Noon)
- ii. Koss Ronholt, Finance Director – 2025 Q1 Budget Report
 - 1. Mr. Ronholt gave a presentation. See attached.

6. WORKSHOPS

- A. Administration Self-Assessment Report
 - i. Mr. Weathers gave a report. See attached.
- B. Personnel Policies Update – Leave Policy
 - i. Mr. Ronholt reviewed the update with City Council.

7. ACTION ITEMS

- A. Consent Agenda
 - i. Approve **April 1, 2025**, minutes.
 - 1. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Olson, carried 6-0.
 - ii. Approve **April 15, 2025**, Payroll Claim Warrants numbered **52386** through **52392** and Payroll Payable Warrants numbered **30216** through **30222** in the amount of

\$161,477.74 and Claim Warrants numbered **52394** through **52440** in the amount of **\$264,163.57**.

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

B. Periodic Update: steering Committee Council Representative

i. Councilmember Speirs volunteered to be on the Steering Committee.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS

A. 25-732 Hazard Mitigation Assistance Grant Agreement for Back-Up Power

i. Motion to approve made by Councilmember Kennedy, seconded by Councilmember Speirs, carried 6-0.

B. 25-736 Solid Waste Agreement Amendment

i. Motion to approve made by Councilmember Olson, seconded by Councilmember Harbolt, carried 6-0.

C. 25-741 Commerce Grant Agreement for Collection System Improvement

i. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.

D. 25-747 Recreation Assistant II Job Description

i. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Harbolt, carried 6-0.

10. ORDINANCES - none

11. EXECUTIVE SESSION - none

12. EMERGENCY ORDINANCES - none

13. UPCOMING AGENDA ITEMS

A. Fireworks ballot measure

B. Agreement for security at Waterfront Park

14. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS - none

15. CONCLUSION

A. Motion to conclude at 8:06pm made by Councilmember Pritchard, seconded by Councilmember Speirs, carried 6-0.



Terri Cooper, Mayor



Koss Ronholt, Finance Director/City Clerk

5/6/25

Date



1

OBJECTIVES AND PRIORITIES

- **Strategic Planning and Governance**
 - **Plan** in accordance with the vision, mission, values, goals, and objectives.
 - **Budget** reflecting strategic priorities.
 - **Manage** the people, processes, and resources in accordance with identified strategies/initiatives.
 - Objectively **evaluate** outcomes by measuring, improving, and revising our efforts for meaningful impact.

2



City of Medical Lake's Strategic Framework

The six targets forming the basis of our strategic planning inform the objectives and key results that staff are then organized and equipped to deliver desired outcomes.

Medical Lake
WASHINGTON

Vision:
Medical Lake has a family friendly, small-town feel where people are engaged in community affairs and experience meaningful connections to our history of healing and military heritage within the beautiful backdrop of our lakes, forests, and farmland.

Mission:
Building community and enhancing quality of life so residents and businesses can flourish in quality neighborhoods with great schools and useful parks where responsive and accountable governance provides for appropriate infrastructure and fiscal responsibility.

Values:

- ✓ *Service.* Looking out for the interests of our community by meeting the basic needs for public safety, utilities, streets and sidewalks, and good governance.
- ✓ *Stewardship.* The careful and responsible management of people, processes, and resources entrusted to our care.
- ✓ *Hospitality.* Treating all in respectful ways that recognize and enhance belonging in this valued community.
- ✓ *Teamwork.* Accomplishing goals and resolving issues through quality communication and collaboration.
- ✓ *Excellence.* Always striving to improve community conditions and increase public trust and confidence.

- 1 A thriving local economy** through economic development and government effectiveness and efficiency.

- Grow and sustain a balanced, resilient economy providing jobs, community prosperity, and fiscal health.
 - Maintain and improve the provision of high quality, affordable, and efficient community services.
- 2 A healthy and sustainable environment** with quality neighborhoods, land use through a placemaking lens, and dependable infrastructure.

- Maintain and improve our small-town, unique civic identity, and aesthetic beauty.
 - Plan for and establish types and quantities of land uses that support community needs and protect our natural resources.
 - Maintain utility systems, services, and infrastructure to meet the functional needs of the community and provide predictable rates.
- 3 Engaged and empowered citizens and stakeholders** through accessible and responsible governance.

- Involve the community in all local government planning and decision-making, helping develop and implement plans for the City's future.
 - Prepare stakeholders to be credible, informed, and articulate spokespersons for the City.
- 4 Multi-modal connections into and throughout the community** that facilitates safe and efficient movement of people, goods, and services.

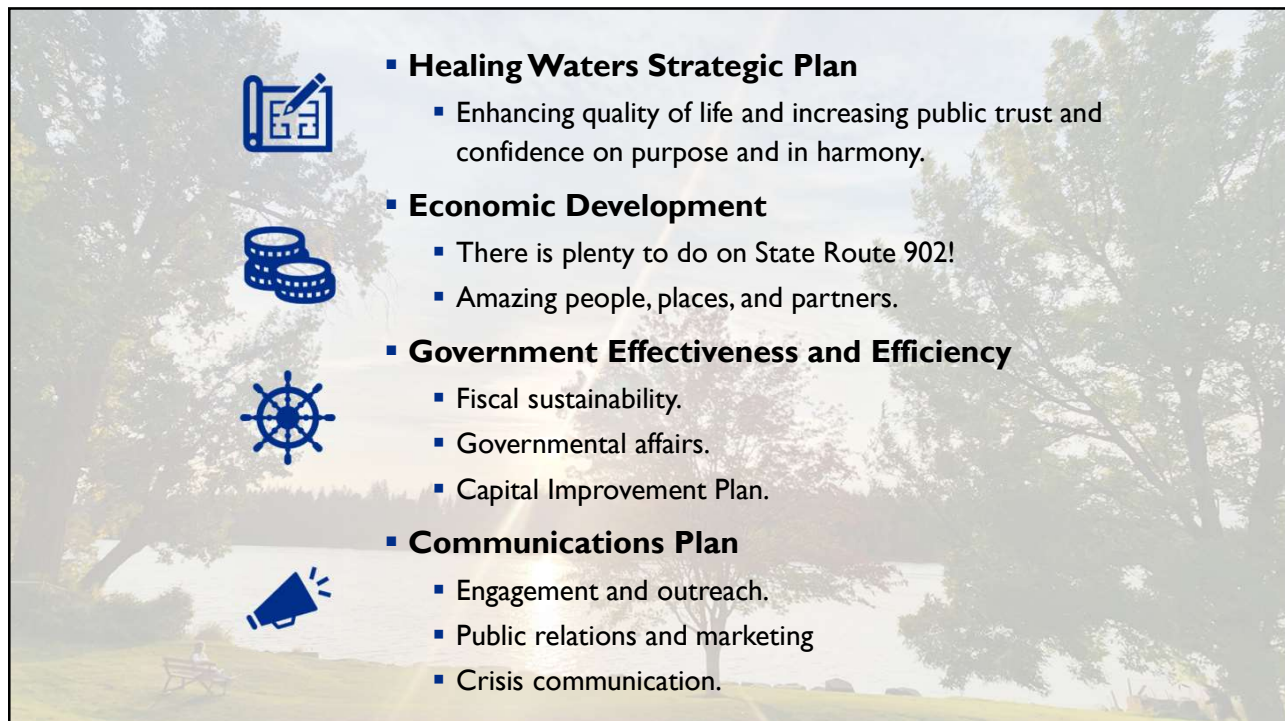
- Advance safe and reliable multi-modal transportation options.
 - Improve safety for all modes of travel in an attractive and distinctive streetscape and public realm.
 - Improve transit availability.
- 5 Supporting healthy living and recreation** with useful parks, trails, recreational programming, and community events.

- Enhance the City's identity and appearance through well-maintained green space, parks, major corridors, gateways, and medians.
 - Provide recreation and wellness programs and facilities that build community, support the arts, and encourage social connections.
 - Celebrate our culture and community through special events each season.
- 6 Community safety and security.**

- Provide high quality fire prevention and law enforcement, community risk reduction, and emergency response services.
 - Increase participation in Neighborhood Watch and S.C.O.P.E. volunteerism.
 - Improve emergency management and preparedness.

Shaping our city into the kind of place worth living, working, learning, and playing in all seasons of life.

3



Healing Waters Strategic Plan

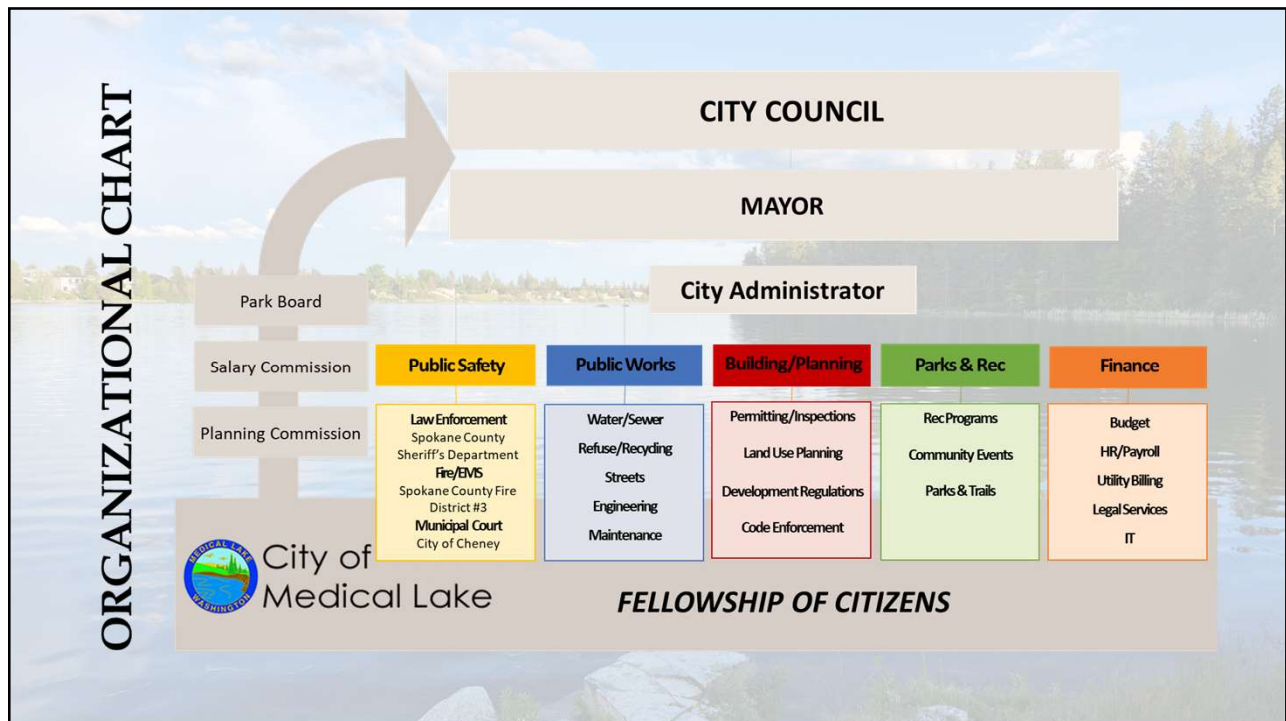
- Enhancing quality of life and increasing public trust and confidence on purpose and in harmony.
- Economic Development
 - There is plenty to do on State Route 902!
 - Amazing people, places, and partners.
- Government Effectiveness and Efficiency
 - Fiscal sustainability.
 - Governmental affairs.
 - Capital Improvement Plan.
- Communications Plan
 - Engagement and outreach.
 - Public relations and marketing
 - Crisis communication.

4

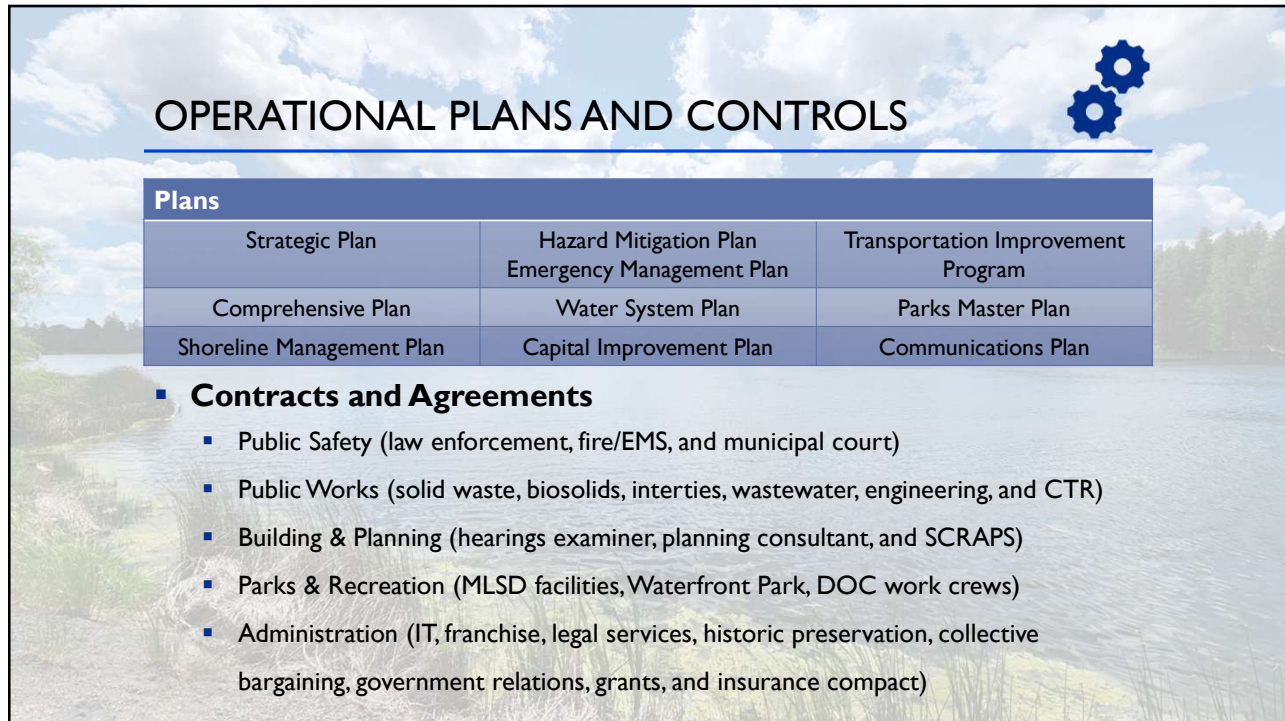
ORGANIZATIONAL MANAGEMENT

- **Weekly Staff Meetings**
 - Address short-term and long-term priorities along with issues and successes.
- **Annual Self-Assessment Reports**
 - Each department identifies and defines the ultimate goal of their efforts, objectively measures the impact of those efforts, reflects on current outcomes, and identifies opportunities for improvement.
- **Employee Evaluations**
 - Valuable feedback to employees, supervisors, and the organization.
 - Employees often mention an excellent work environment, capable coworkers and teams, and making meaningful progress as highlights of their work.

5



6

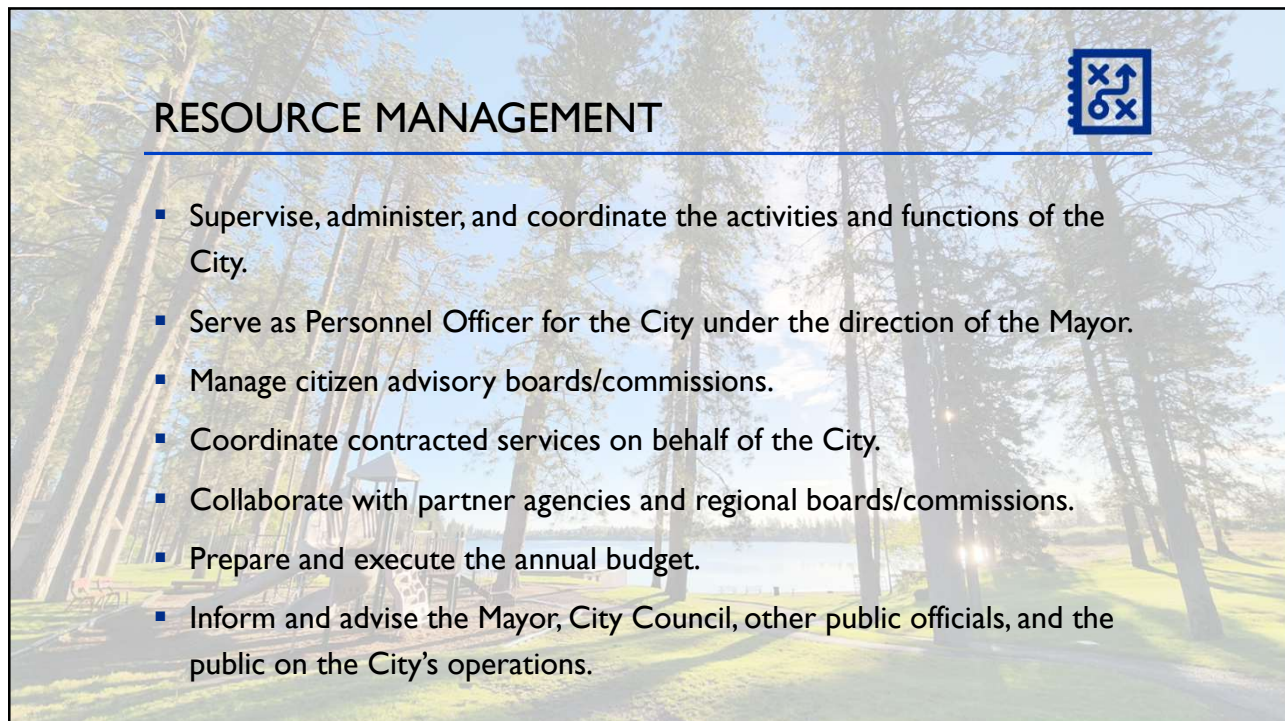


OPERATIONAL PLANS AND CONTROLS

Plans		
Strategic Plan	Hazard Mitigation Plan Emergency Management Plan	Transportation Improvement Program
Comprehensive Plan	Water System Plan	Parks Master Plan
Shoreline Management Plan	Capital Improvement Plan	Communications Plan

- Contracts and Agreements**
 - Public Safety (law enforcement, fire/EMS, and municipal court)
 - Public Works (solid waste, biosolids, inerties, wastewater, engineering, and CTR)
 - Building & Planning (hearings examiner, planning consultant, and SCRAPS)
 - Parks & Recreation (MLSD facilities, Waterfront Park, DOC work crews)
 - Administration (IT, franchise, legal services, historic preservation, collective bargaining, government relations, grants, and insurance compact)


7



RESOURCE MANAGEMENT

- Supervise, administer, and coordinate the activities and functions of the City.
- Serve as Personnel Officer for the City under the direction of the Mayor.
- Manage citizen advisory boards/commissions.
- Coordinate contracted services on behalf of the City.
- Collaborate with partner agencies and regional boards/commissions.
- Prepare and execute the annual budget.
- Inform and advise the Mayor, City Council, other public officials, and the public on the City's operations.

8



STAFF REPORT SNAPSHOT

<p>Short Range:</p> <ul style="list-style-type: none"> • Solid Waste Services RFP – extension 4/15 • Wastewater Agreement with DSHS – 1-pager • Annual Employee Evaluations – 90% • Hazard Mitigation Planning – state review • RoW Permit Policy and Procedure – in work • City Communications Plan – 4/21 • Cameras for Public Safety – 3/7 site visit • WWTP Permit Update – 1/11 (in work) • Personnel Policies Update – in work • RFPs for: ESCO, Ballfield Lights (4/8), and Irrigation System (4/8), Active Transportation 	<p>Long Range:</p> <ul style="list-style-type: none"> • Long-Term Recovery for Gray Road Fire • Staff Volunteer Policy • Golf Cart Ordinance • Wayfinding and Park Signage • Continuity of Operations Plan
<p>Issues:</p>	<p>Successes:</p> <ul style="list-style-type: none"> • Waterfront Park property transfer



Budget Report

Quarter 1 – 2025 (25%)

General Fund

Account Type	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$2,537,580	\$566,240	22%
Expense	\$3,456,924	\$904,530	26%

Activity Analysis

- First half of Property Taxes will be collected in Quarter 2, deflating revenue %
- State gas tax, electric B&O, building permits, and plan check fees above expectations
- Insurance for entire year is paid in January.

General Fund Departments

Department	Current Total Budget	Fiscal Activity	Percent Used
Transfers	\$1,577,500	\$0	0%
Grants	\$287,500	\$124,064	43%
Legislative	\$87,618	\$22,151	25%
Court	\$65,500	\$17,150	26%
Executive	\$300,755	\$80,908	27%
Legal	\$127,800	\$16,662	13%
Administrative Svcs	\$606,322	\$546,363	90%
Code Enforcement	\$88,084	\$20,571	23%
Building & Planning	\$259,875	\$72,977	28%

Special Revenue Funds

Streets 101	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$290,023	\$62,519	22%
Expense	\$273,597	\$83,647	31%
Streets – Restricted 104	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$5,221,543	\$213,313	4%
Expense	\$5,214,660	\$213,841	4%
ARPA 107	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$2,000	\$1,023	51%
Expense	\$327,000	\$45,335	14%

Special Revenue Funds (cont.)

Public Safety 110	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$680,535	\$138,642	20%
Expense	\$760,823	\$214,510	28%
Parks Facilities 112	Current Total Budget	Fiscal Activity	Percent Used
Expense	\$224,743	\$39,376	18%
Emergency Response 113	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$1,000	\$715	72%
Expense	No budget	No Activity	

Parks & Recreation

Recreation 112	Current Total Budget	Fiscal Activity	Percent Used
Special Events	\$500	\$0	0%
Instructor Programs	\$5,500	\$980	18%
Youth Sports	\$20,000	\$8,464	42%
Adult Sports	\$2,000	\$65	3%
After School	\$9,600	\$1,392	15%
Youth Camps	\$19,000	\$9,477	50%
City Hosted Prog.	\$3,000	\$3,910	130%
Rentals	\$16,900	\$3,050	18%
Grant & Other	\$7,800	\$6,000	77%
Total Programs	\$83,800	\$33,338	40%
Transfers In (Sub.)	\$490,000	\$0	0%
Expense	\$351,944	\$87,692	25%

Sum of Program Revenue

Special Revenue Funds

City Beautification 125	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$13,850	\$1,399	10%
Expense	\$10,000	\$0	0%
Tourism 126	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$121,500	\$50,564	42%
Expense	\$120,500	\$2,178	2%

Capital Improvement Funds

Capital Improvement 301	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$167,500	\$21,583	13%
Expense	\$360,000	\$0	0%
Parks Improvement 302	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$263,000	\$2,031	1%
Expense	\$443,000	\$801	0%

Proprietary Funds

Water 401	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$907,550	\$183,033	20%
Expense	\$899,577	\$177,620	20%
Water - Restricted 402	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$597,375	\$1,596	0%
Expense	\$645,000	\$0	0%
Solid Waste 407	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$772,750	\$185,091	26%
Expense	\$822,888	\$138,391	17%

Proprietary Funds (cont.)

Wastewater 408	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$1,486,501	\$442,995	30%
Dept.: WWC	\$368,888	\$108,038	29%
Dept.: WWT	\$1,196,902	\$496,394	42%
Wastewater – Restricted 409	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$468,750	\$3,146	1%
Dept.: WWT	\$1,170,000	\$0	2%
Broadband 410	Current Total Budget	Fiscal Activity	Percent Used
Revenue	\$4,000	\$181	5%
Expenditures	\$104,000	\$0	0%

Possible Budget Amendments

- General Fund – Total \$355,472
 - **Administrative Services** – Purchase of Historic Train Depot. \$355,472 impact
- Public Safety Fund – Total \$115,023
 - **Law Enforcement** - Underbudgeted for Sheriff contract, work on HVAC system, jail settle and adjust, and late arrival of Dec 2024 invoice. \$114,523 impact.
 - **Animal Control** – Increase in SCRAPS contract. \$500 impact.

Questions?