

CITY OF MEDICAL LAKE
City Council Regular Meeting

6:30 PM
May 20, 2025

MINUTES

Council Chambers
124 S. Lefevre Street

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
Don Kennedy (acting as Pro-Tem)
Ted Olson
Tony Harbolt (via Zoom)

Administration & Staff

Terri Cooper, Mayor (via Zoom)
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 Pro Tem Kennedy called the meeting to order at 6:40 pm (technical difficulties delayed the meeting), led the Pledge of Allegiance, and conducted roll call.
 - i. Councilmember Harbolt was present via Zoom. Councilmembers Speirs and Maxwell requested absences. Motion to approve both requests made by Councilmember Olson, seconded by Councilmember Shaffer, carried 5-0. All other members were present in person.

2. AGENDA APPROVAL

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

3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS

- A. Dale Reiber, resident of Medical Lake – commented on policing for issues on Evergreen. Problems with dirt bikes/motorcycles speeding through neighborhood. Council and Mayor encouraged him to contact Crime Check.
- B. Mayor Pro-Tem Kennedy acknowledged receipt of email comments from Tammy Roberson, resident of Medical Lake. All council members received the email. *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

- A. None

5. REPORTS

A. Public Safety

- i. FD3 Chief Rohrbach – call volume for April was well above average with 75 calls. Increases were seen across entire district as well. Follow up on call over the weekend regarding vehicles and construction zones. Wildfire season – rain has been good for water table, etc. watching growth of grasses because of the rain. Still active burning season.

B. Committee Reports/Council Comments

- i. Councilmember Pritchard – General Government Committee – gave an update on the Lefevre St. construction. Trees and poles are being ordered soon. Update on barricades – please drive slowly and be aware. Updated on the Lake Street ADA grant. Water system flushing in progress. Wells are where they should be.
- ii. Councilmember Shaffer – Finance Committee met, reviewed claims. No issues. Also discussed a permit refund request.
- iii. Councilmember Kennedy – SRTC meeting last week. Mostly routine updates. 14 billion to be available for maintenance and preservation statewide.
- iv. Councilmember Olson – Safety Committee – Lefevre Street construction progress meeting will be held on Wednesday, May 21st. Speed trailers will be on Fellows St. next. EWU will be testing craig well for PFOA levels. WWTP SCADA system, unplanned power outage provided a good test. All worked as it should. Sherri's statistic reports will resume soon. Nothing special to report.
- v. Councilmember Harbolt – still recovering from hip replacement and appreciates opportunity to attend via Zoom.

- C. Mayor Cooper – in Kentucky attending training with FEMA. Attended Spokane Regional Justice Commission meeting, discussed data points and tracking information. Commented on the citizen comment regarding dirt bikes and motorcycles. Encouraged him to contact Crime Check. Report will go directly to our local officers. Re: the workshop on the fireworks advisory vote – make sure community knows this is advisory – an effort to get their opinions and be transparent.

D. City Administrator & City Staff

- i. Sonny Weathers, City Administrator – update on cameras, working with SCSO real time campus for information on best camera options. They are preparing and designing system for us. Close to completion. Waterfront Park placed boulders to deter driving on the grass and placed trail cameras as well. Will utilize Broadlinc's equipment on the water tower for cameras/line of sight.

6. WORKSHOPS

A. Finance Self-Assessment Report

- i. Mr. Ronholt gave a presentation. See attached.

B. Ballot Measure Ordinance Fireworks Advisory Vote

- i. Mr. Weathers gave overview and asked for input on draft resolution of what would be on the ballot. Invited input from council. Answered question about whether people need to be registered voters to be on committee. Technically no, but likely would be if they are interested in being on committee. Reviewed timeline. August 5th is deadline to have ballot information submitted.

C. Community Cleanup Day

- i. Mr. Weathers reviewed stats from recent cleanup day. Approximately 150 customers with 6 dumpsters totaling a record 27.14 tons of debris hauled off. Sunshine Disposal did a great job as well as city staff that were on hand. Shred day was held the following week and saw

46 customers and 14 full bins. Would like input from council on proceeding with these cleanup days moving forward. What should we do differently? Discussed how other communities do these. Discussion included expanding on helping with code enforcement properties, proof of residence, coupon system for free dump pass, spring/fall events. Cost was about \$2500 for the cleanup day and \$1200 for shredding. Another \$2500 for staff. Total cost \$5-\$7000. Should we expand, happy where we are? Council wants to continue, likes idea of coupons for the dump. Councilmember Pritchard would like tree planting day. Councilmember Harbolt agreed that he would like a city council workday where they get together to plant trees, clean up etc. Mr. Weathers will explore options that were discussed and bring back at a later date for more discussion.

7. ACTION ITEMS

A. Consent Agenda

i. Approve **May 6, 2025, minutes.**

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

ii. Approve **May 20, 2025, Claim Warrants numbered **52500** through **52545** in the amount of **\$540,678.30** and Payroll Claim Warrants numbered **52492** through **52499** and Payroll Payable Warrants numbered **30223** through **30231** in the amount of **\$177,208.26**.**

1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Pritchard, carried 5-0.

B. 2024 Annual Report Approval

i. Mr. Ronholt reviewed. Requested council review and approval of report.

1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Olson, carried 5-0.

C. Re*Imagine Medical Lake Fireworks Display for June 20, 2025

i. Contracting with Rocketman for public display following the first Linger at the Lake concert. Vetted and approved through FD3.

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

D. Retail Fireworks 2025A (Lion's Club)

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

E. Retail Fireworks 2025B (Lifespring's Fellowship)

i. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Kennedy, carried 5-0.

8. PUBLIC HEARINGS – none

9. RESOLUTIONS

A. 25-752 Email Archive Software TitanHQ Service Agreement

i. Mr. Ronholt reviewed.

1. Motion to approve made by Councilmember Pritchard, seconded by Councilmember Harbolt, carried 5-0.

B. 25-753 Fee Schedule Update

i. Mr. Horton reviewed changes made after discussions with legal counsel. Additional correction noted.

1. Motion to approve as amended made by Councilmember Olson, seconded by Councilmember Shaffer, carried 5-0.

10. ORDINANCES

- A. Second Read 1134 2025 Q1 Budget Amendments
 - i. Legal counsel read for the record.
 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Pritchard, carried 5-0.

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 7:59 pm made by Councilmember Pritchard, seconded by Councilmember Kennedy, carried 5-0.


Terri Cooper, Mayor


Koss Ronholt, Finance Director/City Clerk

6/3/25
Date

SELF-ASSESSMENT REPORT 2025

FINANCE DIRECTOR



City of
Medical Lake

1

OBJECTIVES AND PRIORITIES



- **The Ultimate Goal of the Administrative Services Department**
 - *Support the City's Departments and critical functions.*
 - *Safeguard and monitor the use of the City's assets.*
 - *Acquire the resources necessary for the continued fulfillment of municipal services and completion of capital projects.*



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AREAS OF FOCUS



▪ **Policies and Procedures**



▪ **Planning and Performance**



▪ **Grants Management**



▪ **Cyber Security**



▪ **Audit and Financial Statements**

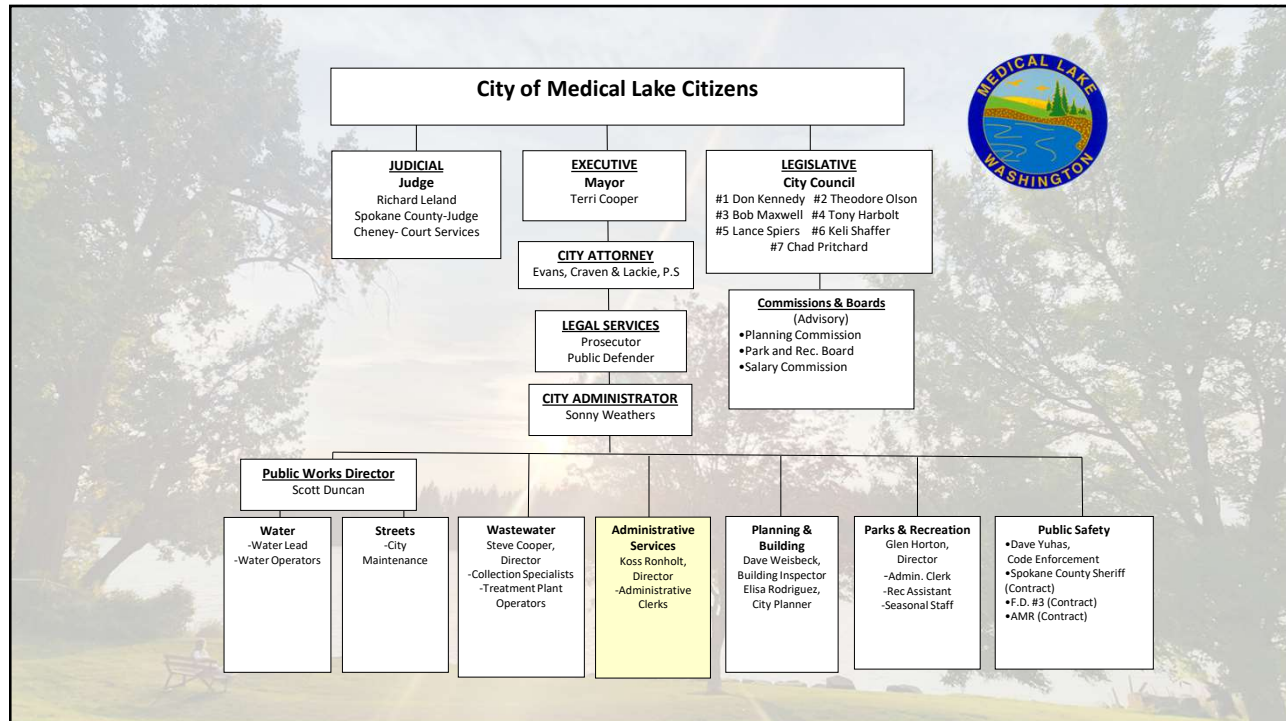
3

OPERATIONAL SYSTEMS AND PERFORMANCE



Operation	Performance Measure	2024
Financial Management	Net Increase in Cash	\$533,557
Accounting	# of Corrections	52
Payroll	Payroll Correction Packets	7
Accounts Payable	Claim Warrant reissues	4
Utility Billing	\$ on Inactive Accounts	\$34,892
Human Resources	Turnover – Regular Employees	0
Information Technology (IT)	Support Hours	
Records Management	# of Requests	81
Grants Management	Grant Revenue / Expenditures / Difference	\$1.8m / \$2m / \$184k
Budgeting	# of Budget Amendments	14
Economic Development	# of Active Businesses / Home Occupation	111 / 57

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RESOURCE MANAGEMENT



- Prepare the City's annual financial statements
- Serve as Clerk Treasurer of City's bank accounts and financial resources
- Pursue revenues and resources to fund the City's municipal and proprietary functions
- Manage the retention, provision, and proper destruction of the City's public records
- Human Resource management and benefits coordinator.
- Prepare and monitor the City's annual budget
- Manage the documentation, retention, and destruction of public records
- Prepare and record the City Council's formal actions as City Clerk
- Information Technology Liaison for coordination of technological efforts and maintenance.
- Vice-President of Eastern Washington Finance Officers Association

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STAFF REPORT SNAPSHOT



Short Range:

- Public Works Departmentalization
- Vacant Property Registrations
- FEMA Funding
- SOS Records Room Project
- Digital Archive Software
- Master's Touch Improvements
- Inventory
- Travel & Meals Policy
- Annual Report 2024
- AWC Life Ins & EAP 100% Participation
- 2025 Self-Assessment
- Grant System
- Shred Day

Issues:

- Invoice Splitting

Long Range:

- Personnel Policies Update
- Cyber Security Policy
- Comprehensive Financial Policy
- Economic Development Plan
- WWTP Vehicle/Machine Project #s
- WWTP Phone Upgrades
- Supervisor Training Plan

Successes:

- ARPA Report
- Contracts Master List

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