



**CITY COUNCIL REGULAR MEETING  
TUESDAY, AUGUST 5, 2025  
HELD REMOTELY & IN PERSON AT CITY HALL  
124 S. LEFEVRE ST.**

- Sign up to provide Public Comment at the meeting via calling in.
- Submit Written Public Comment Before 4 pm on (August 5, 2025) - \*SEE NOTE\*

**Please note: To better serve our community, we are now offering Live Streaming of our Council Meetings on our YouTube channel (link is provided below). This will enable citizens who wish to just view the meeting and not participate (provide comments) to do so in the comfort of their homes. Those that wish to provide input during the citizen comment periods may join the meeting as usual via the Zoom link.**

- **Join the Zoom Meeting –**  
<https://us06web.zoom.us/j/86948092975?pwd=YNddEMclOHjeu3HFP04etlGHZg3ZOa.1>

Meeting ID: 869 4809 2975

Passcode: 375804

One tap mobile

+12532158782,,86948092975#,,, \*375804# US (Tacoma)

+12532050468,,86948092975#,,, \*375804# US

Find your local number: <https://us06web.zoom.us/j/86948092975?pwd=YNddEMclOHjeu3HFP04etlGHZg3ZOa.1>

- **Watch the Live Stream on YouTube -**  
<http://www.youtube.com/@CityofMedicalLake>

### **WRITTEN PUBLIC COMMENTS**

If you wish to provide written public comments for the council meeting, please email your comments to [sweathers@medical-lake.org](mailto:sweathers@medical-lake.org) by 4:00 p.m. the day of the council meeting and include all the following information with your comments:

1. The Meeting Date
2. Your First and Last Name
3. If you are a Medical Lake resident
4. The Agenda Item(s) which you are speaking about

\*Note – If providing written comments, the comments received will be acknowledged during the public meeting, but not read. All written comments received by 4:00 p.m. will be provided to the mayor and city council members in advance of the meeting.

**Questions or Need Assistance? Please contact City Hall at 509-565-5000**

**AUGUST 5, 2025 - REGULAR SESSION – 6:30 PM**

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL**
- 2. AGENDA APPROVAL**
- 3. INTERESTED CITIZENS: AUDIENCE REQUESTS AND COMMENTS**
- 4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**
- 5. REPORTS**
  - A. Committee Reports/Council Comments
  - B. Mayor
  - C. City Administrator & City Staff
    - i. Sonny Weathers, City Administrator
    - ii. Koss Ronholt, Finance Director – 2025 Q2 Budget Report
    - iii. Elisa Rodriguez, City Planner – Comprehensive Plan Update
- 6. WORKSHOP DISCUSSION**
  - A. Financial Policies Update - Meals & Travel
  - B. Commercial Kitchen Project Update
  - C. Parks and Recreation Vehicle/Equipment Needs Update
  - D. Accessory Dwelling Unit (ADU) Legislation Review
- 7. ACTION ITEMS**
  - A. Consent Agenda
    - i. Approve **July 15, 2025**, minutes.
    - ii. Approve **August 5, 2025**, Claim Warrants numbered **52756** through **52808** in the amount of **\$568,279.51**.
- 8. PUBLIC HEARINGS – None.**
- 9. RESOLUTIONS**
  - A. 25-760 ILA for Steering Committee of Elected Officials
  - B. 25-761 Pagefreezer Social Media and Website Archival Software Agreement
  - C. 25-762 Consulting Agreement with Gordon Thomas Honeywell Government Relations
- 10. ORDINANCES – None.**
- 11. EXECUTIVE SESSION – None.**
- 12. EMERGENCY ORDINANCES – None.**
- 13. UPCOMING AGENDA ITEMS**
- 14. INTERESTED CITIZENS**
- 15. CONCLUSION**



# Quarterly Budget Report

## User Guide

### Definitions

Expected Use	The portion (%) of budget the City expects to have spent / earned by this time of the year.
Funds	A pool of resources designated for specific activities (Fund Accounting).
Operational Funds	Funds where revenues and expenditures are continuous or recurring.
Project-Based Funds	Funds where revenues and expenditures are irregular or based on projects.
Monitoring	Highlighted percentages indicate that revenues are below Expected Use or expenditures are above Expected Use by a notable amount.
Better than Expected	Highlighted percentages indicate that revenues are above Expected Use or expenditures are below Expected Use by a notable amount.

### Funds Guide

	Category	Description
General	Operational	General City administration and City Hall operations
Streets	Operational	Repair, maintenance, and snow removal of City streets and sidewalks
Streets - Restricted	Project-Based	Streets, sidewalks, and transportation infrastructure projects
Leave & Severance	Project-Based	Reserve fund for post-employment payments (leave or severance)
Contingency	Project-Based	Reserve fund for unforeseen or unbudgeted expenditures
ARPA	Project-Based	American Rescue Plan Act grant funded projects
Public Safety	Operational	Police, environmental preservation, and animal control services
Criminal Justice	Project-Based	Innovative law enforcement projects
Parks & Recreation	Operational	Recreation programming and parks facilities maintenance
Emergency Response	Project-Based	Reserve fund for emergency response and recovery
City Beautification	Project-Based	Projects that improve the appearance of the City
Tourism	Operational	Community events and economic development
Capital Improvement	Project-Based	Projects adopted in the City's Capital Improvement Plan (CIP)
Parks Improvement	Project-Based	Parks projects adopted in the City's Capital Improvement Plan (CIP)
Water	Operational	Water distribution system operations and maintenance
Water - Restricted	Project-Based	Water system infrastructure projects
Solid Waste	Operational	Garbage and recycling removal and disposal services
Wastewater	Operational	Sewer collection system and treatment plant operations and maintenance
Wastewater - Restricted	Project-Based	Sewer system and treatment plant infrastructure projects
Broadband	Operational	Internet system operations and projects
Unemployment Comp	Project-Based	Unemployment Compensation reserve fund



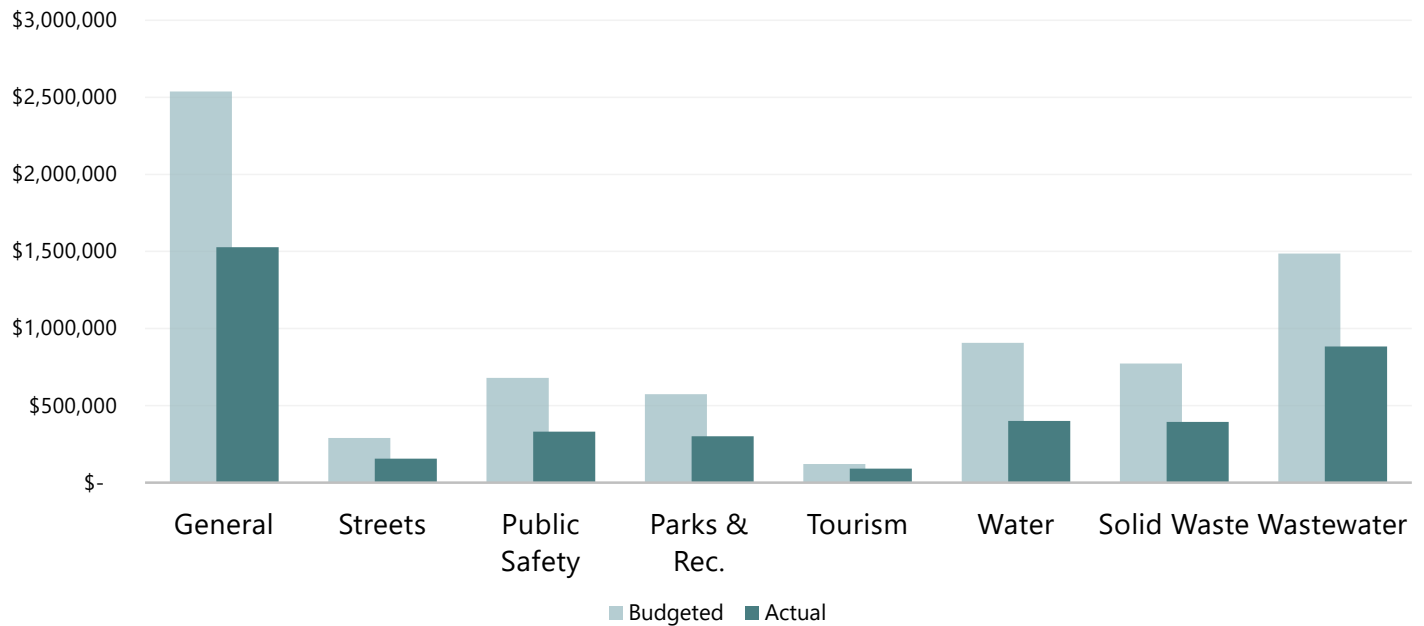
# Quarterly Budget Report

# 2025 Q2

## Revenue - Operational Funds

Expected Use: 50%

Fund	Fund Name	Budgeted	Actual	% Used	Notes
001	General	\$ 2,537,580	\$ 1,527,697	60%	
101	Streets	\$ 290,023	\$ 155,421	54%	
110	Public Safety	\$ 680,535	\$ 331,499	49%	
112	Parks & Rec.	\$ 573,800	\$ 300,745	52%	
125	City Beautification	\$ 13,850	\$ 4,003	29%	
126	Tourism	\$ 121,500	\$ 90,768	75%	
401	Water	\$ 907,550	\$ 399,710	44%	
407	Solid Waste	\$ 772,750	\$ 394,053	51%	
408	Wastewater	\$ 1,486,501	\$ 883,974	59%	
410	Broadband	\$ 4,000	\$ 2,227	56%	



\*City Beautification and Broadband revenues too small to represent on graph



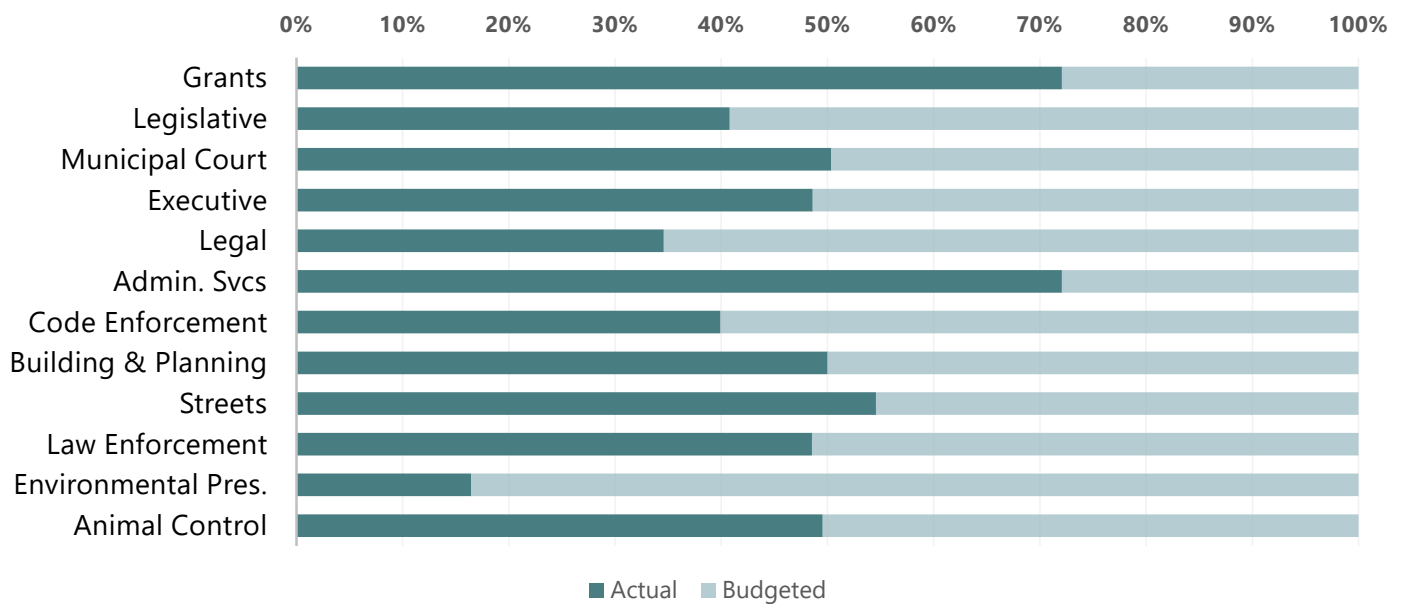
# Quarterly Budget Report

# 2025 Q2

## Expenditure - Operational Funds (pg. 1)

Expected Use: 50%

Fund	Fund Name	Budgeted	Actual	% Used	Notes
001	General (Depts)				
001	Grants	\$ 287,500	\$ 207,170	72%	
001	Legislative	\$ 87,618	\$ 35,735	41%	
001	Municipal Court	\$ 65,500	\$ 32,980	50%	
001	Executive	\$ 300,755	\$ 146,176	49%	
001	Legal	\$ 127,800	\$ 44,197	35%	
001	Admin. Svcs	\$ 1,017,764	\$ 733,476	72%	Municode, HVAC, IT, Insurance
001	Code Enforcement	\$ 88,084	\$ 35,155	40%	
001	Building & Planning	\$ 259,875	\$ 129,950	50%	
101	Streets	\$ 273,597	\$ 149,301	55%	Labor, Fuel, OT, Utilities
110	Public Safety (Depts)				
110	Law Enforcement	\$ 827,398	\$ 401,614	49%	
110	Environmental Pres.	\$ 26,448	\$ 4,349	16%	
110	Animal Control	\$ 22,000	\$ 10,902	50%	





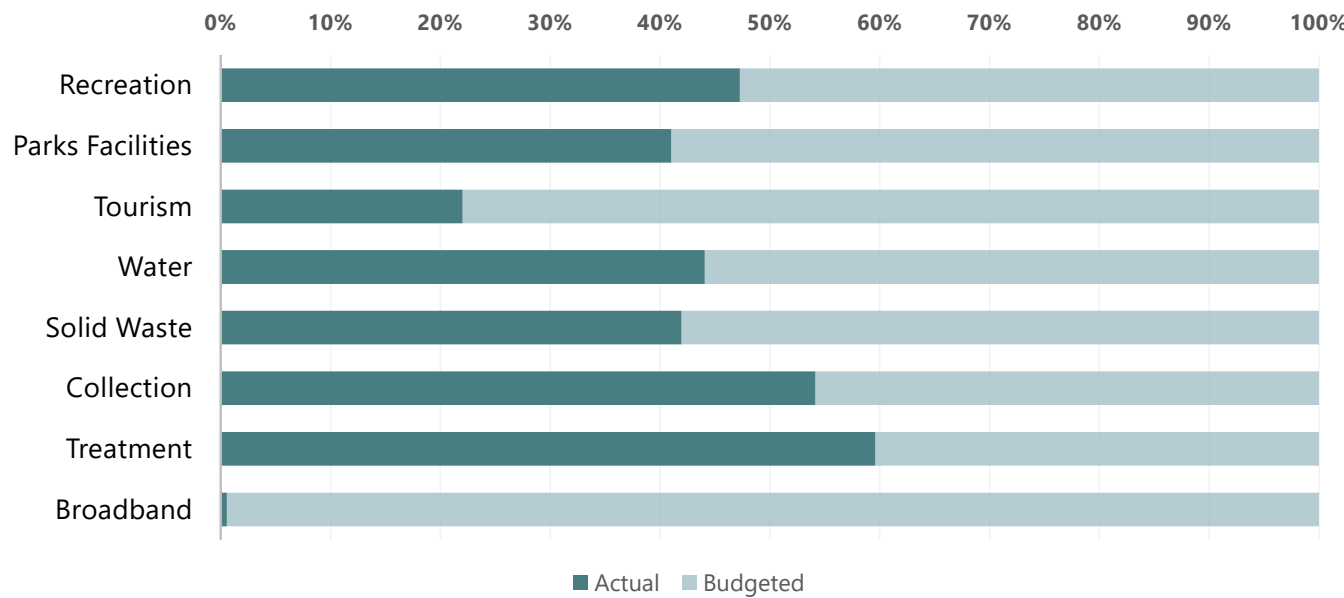
# Quarterly Budget Report

# 2025 Q2

## Expenditure - Operational Funds (pg. 2)

Expected Use: 50%

Fund	Fund Name	Budgeted		Actual		% Used	Notes
112	Parks & Rec. (Depts)						
112	Recreation	\$	351,944	\$	166,352	47%	
112	Parks Facilities	\$	224,742	\$	92,196	41%	
126	Tourism	\$	120,500	\$	26,542	22%	
401	Water	\$	799,576	\$	352,479	44%	
407	Solid Waste	\$	822,888	\$	345,250	42%	
408	Wastewater (Depts)						
408	Collection	\$	368,888	\$	199,716	54%	
408	Treatment	\$	1,196,902	\$	713,325	60%	Rentals, Operating Supplies
410	Broadband	\$	104,000	\$	578	1%	





# Quarterly Budget Report

# 2025 Q2

## Project-Based Funds

Fund	Fund Name	Beginning Bal.		Revenue		Expenditure		Current Bal.	Within Budget?
104	Streets - Restricted	\$	(46,459)	\$	1,135,616	\$	1,968,074	\$ (878,917)	Yes
105	Leave & Severance	\$	92,895	\$	9,452	\$	-	\$ 102,347	Yes
106	Contingency	\$	123,809	\$	2,379	\$	18,874	\$ 107,314	Yes
107	ARPA	\$	313,019	\$	6,385	\$	45,334	\$ 274,070	Yes
111	Criminal Justice	\$	31,333	\$	4,331	\$	-	\$ 35,664	Yes
113	Emergency Response	\$	-	\$	4,462	\$	-	\$ 4,462	Yes
125	City Beautification	\$	13,452	\$	4,003	\$	14,726	\$ 2,729	No
301	Capital Improvement	\$	441,003	\$	42,101	\$	125,000	\$ 358,104	Yes
302	Parks Improvement	\$	515,747	\$	144,907	\$	94,370	\$ 566,284	Yes
402	Water - Restricted	\$	404,834	\$	63,920	\$	228	\$ 468,526	Yes
409	Wastewater - Restricted	\$	798,175	\$	19,825	\$	121,024	\$ 696,976	Yes
501	Unemployment Comp.	\$	25,310	\$	566	\$	-	\$ 25,876	Yes

### Notes

Streets - Restricted fund (104) negative due to large Lefevre St project construction payment. Reimbursement in process at quarter end
City Beautification fund (125) is over budget due to adding irrigation for Lefevre St project flower baskets, funding is sufficient to cover overage. Amendment required. Original budget: \$10,000



# Capital Project Update

## 2025 Q2

Project	Name	Status	Budget	Spent	Progress
TP-1-25-104	Lefevre St Restriping and Sidewalk Improvements	Complete	\$ 2,300,000	\$ 2,600,620	
TP-2-25-104	Overlay Projects on East-West Streets	In Progress	\$ 750,000	\$ 7,747	
TP-3-25-104	Small City Maint. Program for Streets	In Progress	\$ 220,000	\$ 1,343	
TP-4-25-104	Route 62 Bus Stop Improvements	Seeking Grant	\$ 15,000	\$ -	
TP-4-25-301	ADA Access to Fox Hollow Trail at Tara Lee	Not Started	\$ 10,000	\$ -	
PF-4-24-301	Auditorium Kitchen Remodel	In Progress	\$ 305,000	\$ 64,684	
PF-6-24-302	Coney Island Dock	In Progress	\$ 100,000	\$ 74,838	
PF-1-25-402	Maintenance Bulding Backup Generator	Procurement	\$ 75,000	\$ -	
PF-2-25-301	City Hall Backup Generator	Procurement	\$ 100,000	\$ -	
PF-3-25-409	WWTP Backup Generator Switch Gear	Procurement	\$ 450,000	\$ -	
PF-4-25-409	WWTP Storage Building and Equipment Garage	Not Started	\$ 250,000	\$ -	
PF-5-25-110	Surveillance Cameras for Public Safety	Procurement	\$ 75,000	\$ -	
PF-6-25-302	Permanent Stage - Waterfront Park	Not Started	\$ 100,000	\$ -	
PF-7-25-107	City-wide Signage Refresh and Wayfinding	Planning	\$ 100,000	\$ -	
PF-8-25-302	Parks Irrigation System Upgrade	Procurement	\$ 75,000	\$ -	
PF-9-25-302	Parks Bathrooms Automatic Locks	Procurement	\$ 20,000	\$ -	
PF-10-25-113	City Owned Wetland Restoration	Not Started	\$ 250,000	\$ -	
PF-11-25-302	Parks Maintenance Vehicle	Planning	\$ 75,000	\$ -	
PW-1-24-409	WWTP PLC Update	In Progress	\$ 400,000	\$ 91,181	
PW-1-25-402	Backup Generator for Craig Road Well	Procurement	\$ 325,000	\$ -	
PW-2-25-402	Backup Generator for Lehn Road Well	Procurement	\$ 165,000	\$ -	
PW-3-25-402	GIS Mapping of Critical Infrastructure	Planning	\$ 30,000	\$ -	
PW-4-25-409	WWTP Belt Press Repairs and Updates	In Progress	\$ 75,000	\$ -	
PW-5-25-409	WWTP Submersible Mixer	Complete	\$ 20,000	\$ 14,976	
PW-6-25-409	WWTP Ultraviolet Disinfection Upgrade	In Progress	\$ 450,000	\$ 10,547	
PW-7-25-104	Medical Lake Stormwater Mitigation	Planning	\$ 1,000,000	\$ 36,300	





To: Mayor and City Council  
From: Koss Ronholt, Finance Director  
TOPIC: **14.102 Meals & Travel – Financial Policy**

**Requested Action:**

Review and discussion of draft Meals & Travel Policy 14.102.

**Key Points:**

Meal and travel purchases are considered high-risk areas for misappropriation in municipalities. As such, adopting a formal policy is strongly recommended by oversight agencies such as the Washington State Auditor's Office (SAO) and the Office of Financial Management (OFM). The proposed policy would help ensure compliance with state requirements, strengthen internal controls over financial transactions, and provide clear guidance to staff when processing meal and travel-related expenses.

**Background Discussion:**

The City does not have an adopted financial policy that sets clear guidelines regarding meal and travel purchases.

**Public Involvement:**

None

**Next Steps:**

Considering feedback from Council, a resolution will be brought forward for the policy's adoption.

# City of Medical Lake

## POLICY & PROCEDURES

### Meals & Travel

#### Financial Policy 14.102

#### Policy Purpose

*This policy is established to set clear guidelines for the reimbursement and purchase of meals and travel related expenses incurred by employees, elected officials, and authorized representatives. This policy ensures compliance with applicable laws and regulations, promotes fiscal responsibility, and defines the circumstances under which meal and travel expenses are considered necessary and appropriate.*

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  - 2.2 Staff Luncheons
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  - 2.4 Program Meals
  - 2.5 Prohibited Meal Expenses
- 3.0 Travel Expenses
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  - 3.2 Meals during Travel
  - 3.3 Lodging
  - 3.4 Transportation
  - 3.5 Prohibited Expenses
- 4.0 Disbursement and Processing
  - 4.1 Credit Card Purchases
  - 4.2 Reimbursement
  - 4.3 Lost receipts
  - 4.4 Prohibited Purchase Reimbursement

#### Definitions

- **Approved Travel** – travel that has received advance authorization from the appropriate department head and/or City Administrator.

- **Commuting Distance** – Fifty (50) miles one-way from the normal work area or the employee’s residence, whichever is greater in distance.
- **Extraordinary Circumstances** – Events or conditions that are characterized by being short notice, unforeseen, unplanned, for an extended duration or outside the normal scope of routine operations.
- **Itemized Receipt** – a receipt that clearly lists each item purchased and the associated cost.
- **Meal** – For the purpose of this policy, a “meal” purchase refers to any meal, food item, drink, or otherwise consumable and edible product.
- **Official City Business** – Activities, events, or duties that are directly related to the performance of an employee’s or elected officials’ responsibilities, are conducted in service of the City of Medical Lake, and advance the City’s interests.
- **Per Diem** – A daily allowance for meals and incidental expenses in lieu of reimbursement for actual receipts or purchases
- **Reimbursement** – payment to personnel for eligible out-of-pocket expenses incurred by the personnel.

## Section 1.0 – General Provisions

### 1.1 Applicability

This policy applies to all City employees, elected officials, volunteers, and any other individuals authorized to incur travel and meals expenses on behalf of the City of Medical Lake.

### 1.2 Compliance

All travel and meal expenditures must comply with guidance from the following agencies:

- Washington State Office of Financial Management (OFM) travel policies and per diem rates.
- Internal Revenue Service (IRS) regulations on travel and meal reimbursement.
- Office of the Washington State Auditor (SAO)
- The City of Medical Lake’s Credit & Fuel Card Policy 14.100 and any other applicable policies.

## Section 2.0 – Local Meals

### 2.1 Eligibility

2.1.1 Local meals are only eligible for reimbursement or payment if they are:

- Within Commuting Distance.

- For Official City Business such as: council retreats, staff luncheons, or meetings with partner agencies, governing bodies, or City business prospects.
- Equal to or less than applicable OFM Per Diem rates.
- Accompanied by documentation showing the business purpose and attendees.
- Not otherwise provided, if during an event.
- Purchased as a result of a requirement to work extended hours due to emergencies, natural disasters, or other extraordinary circumstances.
- Not a prohibited purchase, as defined in section 2.5.1.

## **2.2 Staff Luncheons**

2.2.1 City management is authorized to hold one all-staff luncheon per year to celebrate and appreciate City staff. The amount paid for the luncheon meals must be less than an amount equal to total number of FTEs multiplied by the current applicable, per person rate prescribed by OFM.

## **2.3 Council Retreats**

2.3.1 City management is authorized to provide lunch for two Council Retreats per year. The amount paid for the meals must be less than an amount equal to total number of attendees (Council, Mayor, and Directors) multiplied by the current applicable, per person rate prescribed by OFM.

## **2.4 Program Meals**

2.4.1 Meal purchases incurred and funded as a part of an official City program are only eligible for reimbursement or payment if they are:

- Clearly necessary for the fulfillment of the program.
- Funded by program fees paid by participants.
- Within the meal purchase parameters established for the program by the Parks & Recreation Director.
- Equal to or less than applicable OFM Per Diem rates.
- Not a prohibited purchase, as defined in section 2.5.1

## **2.5 Prohibited Meals Expenses**

2.5.1 The following meal purchases are prohibited, and shall not be reimbursed or paid by the City:

- Alcoholic beverages
- Meals for non-City personnel (unless approved by City Administrator with documented justification for the non-City personnel meal)
- Tips exceeding 20%
- Meals unrelated to City business

2.5.2 Prohibited Expenses paid on a City credit card shall be reimbursed to the City in accordance with section 4.5.

## Section 3.0 – Travel Expenses

### **3.1 Eligibility**

3.1.1 Expenses during travel are only eligible for reimbursement or payment if they are:

- For meals, lodging, registration fees, mileage, or transportation.
- Incurred during overnight travel for official City business such as events, conferences, or trainings.
- Pre-approved using a Travel Authorization Form (Exhibit B).
- Incurred during the dates of the approved Travel Authorization Form (Exhibit B)
- Economic or reasonable in cost.
- Not a prohibited purchase, as defined in section 3.5.

### **3.2 Meals during Travel**

3.2.1 Must be equal to or less than applicable OFM Per Diem rates. Must not be a prohibited meal purchase, as defined in section 2.5.

3.2.2 Employee must be traveling during the entire meal period for the meal to be eligible for reimbursement or payment. Meal periods are defined as follows:

- **Breakfast:** 6:00am to 8:00am
- **Lunch:** 11:00am to 1:00pm
- **Dinner:** 5:00pm to 7:00pm

### **3.3 Lodging**

3.3.1 Must be reasonable, and when possible, at the event hotel or government rate. If the daily rate is higher than OFM rates, justification must be documented using the Travel Authorization Form (Exhibit B).

3.3.2 Overnight travel is only authorized if the destination is outside of Commuting Distance.

### **3.4 Transportation**

3.4.1 Employees are expected to select the most reasonable and cost-effective mode of transportation for City business.

3.4.2 In cases where long-distance travel is required, employees should consider airfare when it presents a significant costs savings and time efficiency over driving.

### 3.5 Prohibited Expenses

3.5.1 The following travel expenses are prohibited, and shall not be reimbursed or paid by the City:

- Personal entertainment (e.g., movies, excursions)
- Spouse/family expenses
- Luxury accommodations (e.g., luxury room, rental cars, first class)

3.4.2 Prohibited Expenses paid on a City credit card shall be reimbursed to the City in accordance with section 4.5.

## Section 4.0 – Disbursement and Processing

### 4.1 Credit Card Purchases

4.1.1 All credit card purchases must be supported by itemized receipts and a clear statement of the business purpose.

4.1.3 **Travel Expenses** – eligible travel expenses paid on a City credit card shall be documented with the TA# assigned to the approved Travel Authorization Form (Exhibit B).

4.1.3 **Program Meals** – eligible program meal purchases paid on a City credit card shall be documented with the name of the program and justification for purchase.

### 4.2 Reimbursement

4.2.1 **Local Meals** - Eligible local meal purchases, including but not limited to council retreats, staff luncheons, program meals, and emergency meals, shall be reimbursed after the purchase by submitting an itemized receipt with the Local Meals Approval Form (Exhibit A) to the Finance Director for approval.

4.2.2 **Travel Expenses** – eligible travel expenses shall be reimbursed using the Travel Reimbursement Form (Exhibit C) with the following requirements:

- **Distance of Travel** – documentation for the Distance of Travel must include a map showing the distance from Medical Lake City Hall to the destination.
- **Mileage** - Personal vehicle or City vehicle mileage shall be calculated by multiplying the OFM mileage rates by the Distance of Travel. Fuel purchases made on City credit cards during travel shall reduce the amount to be disbursed. Reimbursement may be limited to cost of airfare if mileage reimbursement is clearly excessive in comparison and not in the best interest of the City.

- **Transportation** – Rental car and flight justification must be provided and accompanied by a receipt.
- **Meals** – must be accompanied by a receipt and be equal to or less than the applicable OFM Per Diem rate. The receipt must indicate if the meal was breakfast, lunch or dinner, as well as who consumed the meal.

4.2.3 **Per Diem** - traveling employees may choose to receive a per diem for meals prior to traveling. If so, the Per Diem disbursement shall be calculated and paid to the employee by using the Per Diem Calculation Form (Exhibit D). OFM Per Diem rates must be used when completing this form.

### 4.3 Lost Receipts

4.3.1 If a receipt is lost, an Affidavit of Lost Receipt (Exhibit F) must be completed and approved by the Finance Director before disbursement can be issued. Reimbursement shall not be issued without a receipt.

### 4.4 Prohibited Purchase Reimbursement

4.4.1 if a prohibited purchase, as defined in sections 2.4 and 3.5, is made on a City credit card, the cardholder shall reimburse the City for an amount equal to the prohibited purchase plus a proportionate amount of tax and tip using the Prohibited Purchase Reimbursement Form (Exhibit E)



# Local Meals Approval Form

Meal Type	
Meal Date	
Description	

Attendees x OFM Lunch Rate = Allowable Cost

Meal Cost	Attendees	OFM Lunch Rate	Allowable Cost

The purchase must meet the following eligibility requirements:

- Within 50 miles of residence or normal work location
- For official City business
- Equal to or less than applicable OFM Per Diem rate
- Receipt is attached.
- No more than (1) staff luncheon has been purchased during the current calendar year (Staff Luncheon)
- No more than (2) council retreat meals have been purchased during the current calendar year (Council Retreat)

## Reimbursement Information (if applicable)

Employee to Reimburse	
BARS Account	
Reimburse. Amount	

Signatures	Date
Employee:	
Finance Director:	





# TRAVEL/TRAINING AUTHORIZATION FORM

**- FOR OVERNIGHT TRAVEL ONLY -**  
**Complete and return prior to incurring expenses**

EMPLOYEE NAME		DEPARTMENT	
DEPARTURE DATE		RETURN DATE	
DESTINATION (City, State/Country)		BUDGET NUMBER TO BE CHARGED	
DESTINATION HOTEL RATE	\$_____	DESTINATION GSA MEALS RATE (B/L/D)	\$____/\$____/\$____

BUSINESS PURPOSE (check one): ☐ Conference ☐ Meeting ☐ Training

Travel Auth #: TA\_\_\_\_\_

ARE YOU EXTENDING YOUR TRIP TO INCLUDE PERSONAL TRAVEL? Yes ☐ No ☐

EXPLANATION OF TRAVEL (Name of conference/training; attach additional information if necessary)

EXPENSES	✓ PAYMENT METHOD	EST. COST
REGISTRATION FEE	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Company Card	
AIRFARE	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Company Card	
LODGING	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Company Card	
Daily base rate of hotel: \$_____ If more than GSA rate, justify excess: _____		
MEALS (Per diem)	<input type="checkbox"/> Employee Reimb.	

EXPENSES	✓ PAYMENT METHOD	EST. COST
MILEAGE (personal vehicle)	<input type="checkbox"/> Employee Reimb.	
OTHER TRANSPORTATION	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Company Card	
RENTAL VEHICLE	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Company Card	
Justification of need for rental vehicle:		
OTHER EXPENSES	<input type="checkbox"/> Employee Reimb. <input type="checkbox"/> Company Card	
TOTAL ESTIMATED COSTS		\$

EMPLOYEE CERTIFICATION			
By signing below, I certify the requested travel is appropriate and necessary for conducting official City business, and agree to comply with the City's Business Expense Policy.			
SIGNATURE			
PRINTED NAME		DATE	

DEPARTMENT DIRECTOR/CITY MANAGER (or Designee) AUTHORIZATION		Travel Authorization #	
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>		
SIGNATURE			
PRINTED NAME		DATE	

CITY MANAGER AUTHORIZATION FOR INTERNATIONAL TRAVEL			
APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>		
SIGNATURE			
PRINTED NAME		DATE	



# Travel Reimbursement Request

This form is to be accompanied by the following supporting documents (as applicable):

- Map print out showing total miles to destination
- Travel Authorization for event
- Fuel or meal receipts (**if paid on City card**)
- Completed Per Diem Calculation (**meals only**)
- Letter for rental car or flight justification (**if applicable**)

Employee: \_\_\_\_\_

Travel Authorization #: TA \_\_\_\_\_

Total Payable: \_\_\_\_\_

## Mileage

Total Mile x OFM Mileage Rate = Mileage Owed | Mileage – Fuel Receipts = Reimbursement Amount

Total Miles	OFM Rate	Mileage Owed	Fuel Receipts	Reimburse.

## Meals

Enter breakfast, lunch, or dinner meals paid for out-of-pocket, for which reimbursement is requested

-“Less:”: deduct any meals purchased on credit card or per diem paid

-“Authorized”: input authorized amount from Per Diem Calculation (maximum reimbursement)

Breakfast(s)	Lunch(s)	Dinner(s)	Less:	Authorized	Reimburse.

## Other Travel Expenses

Rental Car	Flight	Parking	Other	Reimburse.

## BARS Accounts

Mileage	Meals	Other Travel Expenses

Signatures	Date
Employee:	
Finance Director:	

# Per Diem Calculation

## Meals & Incidentals



Use GSA Rates: [FY 2025 per diem rates for Washington | GSA](#)

Employee: \_\_\_\_\_

Travel Authorization #: TA \_\_\_\_\_

Date	Meals Needed	Meal Total	Incidentals Needed?	Incidentals Total	Per Diem Total

Authorized Per Diem

### BARS Accounts


Signatures	Date
Employee:	
Finance Director:	



City of Medical Lake  
124 S. Lefevre St.  
P.O. Box 369  
Medical Lake, WA 99022-0369

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8/5/2025 City Council Meeting

To: Mayor and City Council  
From: Glen Horton, Parks and Recreation Director  
TOPIC: Parks Maintenance Truck - Change in Purchase

**Requested Action:**

Staff Direction. Workshop Discussion Only.

**Key Points:**

The Parks and Recreation Department would like to request permission to change the allocated money in this years budget from purchasing a Truck for Parks Maintenance to purchasing a UTV (Utility Terrain Vehicle) as well as a towable boom lift.

**Background Discussion:**

During the September 3, 2024 City Council Meeting, Resolution 24-705 was approved by Council to adopt the Capital Improvement Project's for 2025. In this resolution, \$75,000 was allocated towards purchasing a vehicle for Parks Maintenance.

**Public Involvement:**

N/A

**Next Steps:**

With approval, staff will prepare a resolution to change what the original money was allocated to and make the purchase of a UTV and towable boom lift.



City of Medical Lake  
124 S Lefevre Street  
PO Box 369  
Medical Lake, WA 99022-0369  
509-565-5000

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8/5/25 City Council Meeting

To: Mayor and City Council  
From: Elisa Rodriguez, City Planner  
**TOPIC: Accessory Dwelling Units, Legislative Directives**

**Requested Action:**

Municipal code amendments in late 2026.

**Key Points:**

House Bill 1337 requires cities to allow two Accessory Dwelling Units (ADUs) on all residential lots that allow single family homes. The City of Medical Lake must adopt changes to the municipal code to accommodate this requirement by June 30, 2027. ADU code amendments will be part of the amendments considered after the Comprehensive Plan Update is complete. Due to the significance and the number of legislative changes that must be addressed in the upcoming amendments to the municipal code, workshops will be scheduled throughout the next 12 months.

**Background Discussion:**

The State legislature passed House Bill 1337, among others, to address affordable housing and the state's housing crisis. An accessory dwelling unit is, historically, a small unit within a house, attached to a house, or in the backyard of a house. Not only are cities mandated to allow ADUs, but there are several standards that must be adhered to. Please see the attached fact sheet from the Department of Commerce.

**Public Involvement:**

There will be multiple opportunities for the public to give feedback on the proposed municipal code amendments and public hearings at the adoption stage.

**Next Steps:**

Code language will be available in mid-2026.

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

6:30 PM  
July 1, 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**

Keli Shaffer  
Lance Speirs  
Ted Olson  
Tony Harbolt

**Administration & Staff**

Terri Cooper, Mayor  
Koss Ronholt, Finance Director  
Thomas Rohrer, Legal Counsel (via Zoom)  
Steve Cooper, WWTP  
Scott Duncan, Public Works Director  
Roxanne Wright, Administrative Clerk

**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, announced that due to internet issues, this meeting might not be recorded in its entirety. Conducted roll call, noting that Councilmember Pritchard was not yet present. Councilmember Maxwell submitted a request for absence due to a death in his family. Motion to approve absence made by Councilmember Shaffer, seconded by Councilmember Harbolt, carried 4-0. Councilmember Kennedy also submitted a request for absence due to a death in his family (he checked in briefly on Zoom but did not participate in the meeting). Motion to approve absence made by Councilmember Olson, seconded by Councilmember Speirs, carried 4-0.

*\*after the meeting, it was discovered that Mr. Pritchard had submitted a request on July 1, 2025, for absence from the July 15, 2025, meeting. However, the form was inadvertently overlooked, and the absence was not voted on at that meeting. A retroactive vote will be taken at the August 5, 2025, meeting.*

**2. AGENDA APPROVAL**

- A. Motion to approve made by Councilmember Speirs, seconded by Councilmember Harbolt, carried 4-0.

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

- A. Mayor Cooper acknowledged receipt of email comments regarding proposed amendments to the Critical Areas Ordinances from Tammy Roberson, resident of Medical Lake. All council received a copy. *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](mailto:records@medical-lake.org)*

#### **4. ANNOUNCEMENTS / PROCLAMATIONS / SPECIAL PRESENTATIONS**

- A. Recognition of 6<sup>th</sup> District Legislators
  - i. Mayor Cooper stated that this was an error and should not have been part of the agenda. Will be part of a future meeting. Motion to strike from the agenda made by Councilmember Harbolt, seconded by Councilmember Speirs, carried 4-0.

#### **5. REPORTS**

- A. Public Safety
  - i. FD3 Chief Rohrbach – busy with fire season. Fire danger moved to very high, all conditions in place for challenging season. Currently several larger fires in the region.
  - ii. Undersheriff Lundgren SCSO – seeing encouraging trends agency wide. Currently have eight vacancies department-wide. Areas of concern – simple assault, shoplifting, vehicle theft. Looking good locally. In the first quarter, responded to 467 calls with 94 at state facilities.

*At this point in the meeting (6:43 pm) internet and Zoom went down again. Mayor Cooper announced that recording will not be able to continue and that the public record will be the minutes from this meeting.*

- B. Committee Reports/Council Comments
  - i. Councilmember Shaffer – Finance Committee met and reviewed claims, all good. Performance summary on grant will be given by Mr. Ronholt later in the meeting.
  - ii. Councilmember Speirs – attended meet and greet for the STA CEO candidate, Karl Otterstrom. Will be attending an APTA (American Public Transportation Association) meeting for board members in Kansas City.
  - iii. Councilmember Olson – General Government Committee – Complete Streets update; light base covers on backorder, striping on delay for WSDOT review. Lake street ADA upgrades underway. Street maintenance, city crews repairing potholes. Well levels normal. Lefevre St. project 97% complete. Bluewaters Bluegrass Festival preparation is underway. WWTP has many projects continuing. Safety committee – speed trailers being charged and will be moved to Lake St. hill by Silver Lake. Tracking wells due to hot dry weather. Parks department completed tree trimming by WWTP plant for fire mitigation.
  - iv. Councilmember Harbolt – no report.
- C. Mayor Cooper – very busy, lots of community engagement. City Administrator on a much-deserved vacation.
- D. City Administrator & City Staff
  - i. Koss Ronholt, Finance Director – SOS Grant Summary Report
    - 1. Records room reorganization project completed. Utilized two part-time staff, one is now full-time. Reviewed pictures on page five of packet. Room is now much more efficient. Utilizing state archive boxes provides a significant improvement. Able to put it into practice for shred day and the process was much easier. Only went over budget by \$62 due to the project requiring more labor than expected. Completed ahead of schedule as well. Will apply for the digital archive grant next year.
    - 2. Successfully applied for next round of SCLGP funds. \$11,500 to train staff on cyber security and threat detection in place.

#### **6. WORKSHOPS**

- A. Social Media and Website Archiving Software
  - i. Updated council on findings from demos of four software companies. Two (Sprout and Social Newsdesk) did not offer website archival services. Civicplus and Pagefreezer were the other two options. Mr. Ronholt feels that Pagefreezer is the best choice. Their website

archiving utilizes website crawling technology which provides the archive in its complete state. Civicplus utilizes screen shots to archive websites based on sitemap data. Capturing metadata is the recommended process for archiving which Pagefreezer offers but CivicPlus does not. Reviewed these two options side by side.

- ii. Mayor excited about this, agreed that metadata must be included in the archive. Agreed with Mr. Ronholt's assessment. Councilmember Speirs commented that Pagefreezer not having a cap on the number of records archived is a huge plus. Discussed comparison. Discussed Pagefreezer clients. Spokane Regional Health District utilizes them. They are a very large entity with many regulations to follow regarding public records.
- iii. Council would like Mr. Ronholt to bring forward proposal and Resolution at the next meeting.

**B. Elected Official Steering Committee ILA**

- i. City Planner, Elisa Rodriguez – Discussed growth management joint planning committees. This is how we have our voice heard at the county level and is vital to our future. ILA has been in place since 1995. Replaced with this version due to change in laws – must ask Tribes if they want to participate. Adopted by Spokane County Board of Commissioners and now given to us to ratify. If Council is agreeable, Mr. Rodriguez will bring forward as a Resolution at the next meeting and Mayor Cooper could sign the ratification at that time.
  - 1. Councilmember Olson expressed some concerns and opposition stating that it feels like this is an attempt to add more layers of government. Ms. Rodriguez offered clarification that the committee already exists with the named members. This change only offers Tribes the opportunity to participate in the steering committee if desired. Clarified last paragraph – does not prevent Tribes from participating with us in other ways. Mayor Cooper offered more clarification. Another way to make sure we are at the table to represent small cities. Council in agreement for Ms. Rodriguez to bring forth a Resolution at the next meeting.

**7. ACTION ITEMS**

**A. Consent Agenda**

- i. Approve **July 1, 2025**, minutes.
  - 1. Motion to approve made by Councilmember Olson, seconded by Councilmember Speirs, carried 4-0.
- ii. Approve **July 15, 2025**, Payroll Claim Warrants numbered **52690** through **52697** and Payroll Payable Warrants numbered **30244** through **30256** in the amount of **\$192,476.11** and Claim Warrants numbered **52698** through **52755** in the amount of **\$564,406.14**.
  - 1. Motion to approve made by Councilmember Shaffer, seconded by Councilmember Speirs, carried 4-0.

**8. PUBLIC HEARINGS – none**

**9. RESOLUTIONS – none**

**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 7:20 pm made by Councilmember Speirs, seconded by Councilmember Speirs, seconded by Councilmember Harbolt, carried 4-0.

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Terri Cooper, Mayor

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Koss Ronholt, Finance Director/City Clerk

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Date

DRAFT

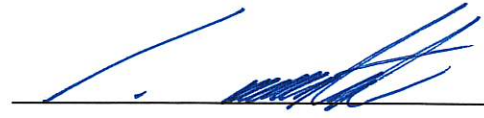
# CITY OF MEDICAL LAKE

## CLAIMS CERTIFICATION AND APPROVAL

### Auditing Officer's Certification

I, the undersigned, do hereby verify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the ***City of Medical Lake***, and that I am authorized to authenticate and certify said Claim Warrants numbered, 52756 through 52808 in the amount of \$568,279.51.

Check(s): 52599-52655	\$ 552,590.30
<u>EFT(s)</u>	<u>\$ 15,689.21</u>
Total:	\$ 568,279.51

  
Koss Ronholt, Finance Director

### Council Approval

I, Terri Cooper, Mayor of the ***City of Medical Lake***. Approve by majority vote of the Medical Lake City Council, payments of Claim Warrants numbered, 52756 through 52808 in the amount of \$568,279.51 this 5<sup>th</sup> day of August 2025.

\_\_\_\_\_  
Terri Cooper, Mayor

\_\_\_\_\_  
Date



City of Medical Lake  
124 S Lefevre Street  
PO Box 369  
Medical Lake, WA 99022-0369  
509-565-5000

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7/15/25 City Council Meeting

To: Mayor and City Council  
From: Elisa Rodriguez, City Planner  
**TOPIC: Growth Management Joint Planning Interlocal Agreement (Res No. 25-760)**

**Requested Action:**

Consider Resolution No. 25-760

**Key Points:**

The Board of County Commissioners (BOCC) adopted an amendment to the Growth Management Joint Planning Interlocal Agreement, amending the Steering Committee of Elected Officials' (SCEO) membership and voting structure. This added a voting member each from the Spokane Tribe of Indians and the Kalispel Tribe of Indians. Mayor Terri Cooper was a member of the SCEO subcommittee that developed the amended agreement. The new ILA requires signatures from all participating jurisdictions for ratification.

**Background Discussion:**

The SCEO was established by the Growth Management Act Joint Planning Interlocal Agreement in 1995 by the BOCC to assist in the development of the Countywide Planning Policies and provide other duties, including, but not limited to providing recommendations to the BOCC on the same. Medical Lake was party to that agreement, as we were for amendments in 2003 and 2008. Amended by Substitute House Bill 1717 (2021-2022), RCW 36.70A.110 requires counties to invite tribes to participate in developing countywide planning policies. The Spokane Tribe of Indians and the Kalispel Tribe of Indians accepted this invitation. The membership and voting structure were discussed at the Planning Technical Advisory Committee and recommendations were forwarded to the SCEO. The SCEO presented the amended agreement to the BOCC on April 1, 2025, wherein it was adopted.

**Public Involvement:**

The SCEO held a public hearing on the proposed amendment on November 13, 2024. The SCEO unanimously recommended approval.

**Next Steps:**

Upon adoption, the City of Medical Lake will sign the ratification document and return it to Spokane County.

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 25-760**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE RATIFYING AN  
AMENDMENT TO THE GROWTH MANAGEMENT ACT JOINT PLANNING  
INTERLOCAL AGREEMENT WITH SPOKANE COUNTY, WASHINGTON  
AND OTHER LOCAL CITIES AND TOWNS**

WHEREAS, in August 1995 the City of Medical Lake (“City”) entered into the Growth Management Act Joint Planning Interlocal Agreement with Spokane County, Washington and other local cities and towns (“Agreement”) to provide, among other things, countywide planning policy and policies pursuant to the Growth Management Act (“Act”); and

WHEREAS, since the execution of the Agreement, several amendments have been made to the Agreement to facilitate the changing needs and obligations under the Act; and

WHEREAS, the Steering Committee of Elected Officials (“SCEO”), which was created pursuant to the Agreement, to assist in the development of the countywide planning policies and to provide other duties, including, but not limited to providing recommendations to the Spokane County Board of County Commissioners (“BOCC”); and

WHEREAS, Washington legislative changes require the invitation of tribes to participate in developing countywide planning policies; and

WHEREAS, the Spokane Tribe of Indians and the Kalispel Tribe of Indians accepted an invitation to participate in the countywide planning policies; and

WHEREAS, the SCEO recommended approval to the BOCC of the Spokane Tribe of Indians and the Kalispel Tribe of Indians participation in countywide planning policies under the Agreement; and

WHEREAS, the BOCC has approved such participation of the Spokane Tribe of Indians and Kalispel Tribe of Indians under the Agreement pursuant to an amendment passed by the BOCC on April 1, 2025; and

WHEREAS, the cities and towns that are parties to the Agreement are required to ratify the BOCC’s amendment to the Agreement; and

WHEREAS, the required ratification of the amendment and revised Agreement by the City is attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON, as follows:

**Section 1.    Approval.**     The City Council hereby ratifies the amendment to the Agreement and the participation of the Spokane Tribe of Indians and Kalispel Tribe of Indians in countywide planning policies, as contained in the attached Exhibit A, which is incorporated herein.

**Section 2.** Severability. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

**Section 3.** Effective Date. This Resolution shall be effective immediately upon passage by the City of Medical Lake City Council.

ADOPTED this \_\_\_\_\_ day of August, 2025.

\_\_\_\_\_  
Terri Cooper, Mayor

Attest:

Approved as to Form:

\_\_\_\_\_  
Koss Ronholt, City Clerk

\_\_\_\_\_  
Sean P. Boutz, City Attorney

**THIS INTERLOCAL AGREEMENT**, is entered into by and among the cities of Airway Heights, Cheney, Deer Park, Fairfield, Latah, Liberty Lake, Medical Lake, Millwood, Rockford, Spangle, Spokane Valley, Spokane, and Waverly, hereinafter sometimes jointly referred to as "Cities," the Spokane Tribe of Indians, the Kalispel Tribe of Indians, and Spokane County, sometimes hereinafter referred to as the "County," jointly, hereinafter referred to along with the Cities and Tribes as the "Parties," or "Jurisdictions."

**FURTHERMORE, THIS INTERLOCAL AGREEMENT**, having been finalized at the November 13, 2024 Steering Committee meeting, will replace the GMA Joint Planning Interlocal Agreement, as amended on November 19, 2008 and October 9, 2003, and originally adopted August 24, 1995 by Resolution 94-1686.

**WHEREAS**, pursuant to the provisions of RCW Section 36.70A.210, the legislative authority of a county that plans under the Growth Management Act (GMA) shall adopt a Countywide planning policy or policies in cooperation with the Cities and Tribes located in whole or in part within the County; and

**WHEREAS**, pursuant to the provisions of RCW Section 36.70A.210, counties are required to invite tribes to participate in developing countywide planning policies. Counties must develop policies for the protection of tribal cultural resources in collaboration with Tribes if they choose to participate; and

**WHEREAS**, the Parties realize the Countywide Planning Policies call for the continued collaboration and cooperation among the parties in their respective obligations under the Growth Management Act (GMA) to adopt comprehensive plans and development regulations implementing such plans; and

**WHEREAS**, pursuant to the provisions of RCW Section 36.70A.110, each county that is required or chooses to plan under the Growth Management Act (GMA) shall designate an urban growth area or areas in consultation/agreement with cities within which urban growth shall be encouraged and outside of which growth can occur only if it is not urban in nature; and

**WHEREAS**, pursuant to Substitute House Bill 1717 (2021-2022), and as codified in RCW 36.0A.130, local jurisdictions are required to work with federally recognized Indian tribes who choose to participate in the county or regional planning process, and by which federally recognized Indian tribes whose reservation or ceded lands lie within the county shall be invited to participate in and cooperate with the adoption process for proposed amendments to the Countywide Planning Policies; and

**WHEREAS**, pursuant to the provisions of chapter 39.34 RCW, two or more public agencies may enter into agreements with one another for joint or cooperative action; and

**WHEREAS**, pursuant to the above-cited statutory provisions, the parties hereto desire to enter into an interlocal cooperation agreement pursuant to which the parties will (1) establish a Steering Committee of elected officials and other committees to perform certain duties and

provide recommendations to the Parties in conjunction with their respective obligations under the Growth Management Act (GMA); (2) establish the responsibilities of the Steering Committee of elected officials and other committees; (3) establish a process to amend the adopted Countywide Planning Policies; (4) establish a distribution formula for grant funds received from Washington State Department of Commerce, Trade and Economic Development or its successor for growth management; and (5) provide for other matters related to the preceding items.

**NOW, THEREFORE,** for and in consideration of the mutual obligations hereinafter set forth, and as authorized by chapter 39.34 RCW, RCW Section 36.70A.210 and RCW Section 36.70A.110, the parties hereto do mutually agree as follows:

#### **Section 1: PURPOSE**

The parties hereto recognize that it is in the public's interest that local governments cooperate with each other and coordinate their respective obligations for planning under the Growth Management Act (GMA). The Growth Management Act (GMA) mandates that the County adopt Countywide Planning Policies in cooperation with Cities and Tribes located in whole or in part within the county.

Additionally, the Growth Management Act (GMA) mandates that the County designate urban growth areas in cooperation and consultation with Cities within the County.

The parties have entered into prior interlocal cooperation agreement(s) establishing a collaborative process for the adoption of Countywide Planning Policies and related matters. These interlocal agreement(s) terminate upon the County's adoption of Countywide Planning Policies. The parties now desire to enter into another interlocal agreement which will continue the cooperative and collaborative process in conjunction with their respective obligations under the Growth Management Act (GMA). The purpose of this interlocal agreement is to

- (1) establish a steering committee of elected officials and other committees to perform certain duties and provide recommendations to the parties in conjunction with their respective obligations under the Growth Management Act (GMA);
- (2) establish the responsibilities of the steering committee of elected officials and other committees;
- (3) establish a process to amend the adopted Countywide Planning Policies;
- (4) establish a distribution formula for grant funds received from the Washington State Department of Commerce, Trade and Economic Development or its successor for growth management; and
- (5) provide for other matters related to the preceding items.

#### **Section 2: ESTABLISHMENT OF STEERING COMMITTEE OF**

## **ELECTED OFFICIALS, EX-OFFICIO MEMBERS THEREOF, AND A TECHNICAL SUPPORT COMMITTEE**

There is hereby established a steering committee of elected officials, hereinafter referred to as the Steering Committee, having those responsibilities set forth in Section 3 hereof. The Steering Committee shall consist of three (3) County Commissioners from the Spokane County Board of Commissioners, three (3) elected officials from the City of Spokane, two (2) elected officials from the City of Spokane Valley, one (1) elected official each from Liberty Lake, Airway Heights, Cheney, Deer Park, Medical Lake and Millwood; one (1) elected official to represent the five towns of Fairfield, Latah, Rockford, Spangle and Waverly, one (1) elected official from the Spokane Tribe of Indians, and one (1) elected official from the Kalispel Tribe of Indians..

The legislative bodies of each jurisdiction will select representatives in any manner they choose. Jurisdictions and Tribes may also appoint alternates, who must be an elected official. Alternates may vote during the absence of the regular representative.

The Steering Committee will strive for consensus on all matters; however, when a vote is required, each member shall have one vote and a majority of the voting members in attendance is required for a motion to succeed, unless otherwise specified within this interlocal agreement. In order to conduct business, a quorum must be present; a quorum will consist of a simple majority of the total Steering Committee voting membership.

The Steering Committee shall at the end of its regular meeting in June of each year, elect from among its voting members a Chair and Vice Chair, each of whom shall serve for a period of one year and thereafter until their respective successors have been elected. The Chair and Vice Chair may be removed at any time by a vote of 2/3 of the total voting membership. The Chair and Vice Chair shall be elected on a rotational basis in the following order: Spokane County, City of Spokane, City of Spokane Valley, Small Cities (under 15,000 population). The Vice Chair is intended to serve as Chair the following year. In the event of a vacancy of the Chair or Vice Chair, another Chair or Vice Chair shall be elected from that same category. In the absence of both the Chair and Vice Chair at a meeting, a Chair Pro Tern shall be selected by a majority of those members present to serve as Chair.

Subcommittees of the Steering Committee will be appointed by the Chair as needed on an ad hoc basis. Ad hoc committees are intended to serve a specific purpose for a limited amount of time.

In addition to the voting members of the Steering Committee, the Steering Committee shall also include three (3) officials as nonvoting members representing the school districts, water districts, and fire protection districts, and one (1) citizen-at-large member representing the urban growth areas of Spokane County. Nonvoting members are nominated by consensus among their peers and are then appointed by the Steering Committee. The citizen-at-large member shall be nominated by the Board of County Commissioners and appointed by the Steering Committee at the applicable June meeting for a four-year term.

A Planning Technical Advisory Committee (PTAC) is hereby established to advise and provide



support to the Steering Committee. The PTAC shall consist of the staff personnel of the Parties plus the Spokane Regional Transportation Council. A Chair for the PTAC will be selected by the PTAC on an annual basis to chair the PTAC meetings and serve as liaison to the Steering Committee. It is the intention to rotate the chair of the PTAC among jurisdictions and to share responsibilities for specific tasks among the PTAC members.

Spokane County Building and Planning Department will serve as the repository for all records of the Steering Committee and will provide administrative staff to work in conjunction with the Chair to arrange meetings, prepare agendas and minutes, advertise public hearings, and provide notice and necessary documents to the Steering Committee.

In the event that additional general purpose governmental entities are created through incorporation, they shall become represented in such number(s) as may be hereafter agreed to by the Steering Committee on the effective date of their incorporation, and their adoption of this document. In all subsequent decisions, the number of the Steering Committee members needed to reach a decision will be adjusted to account for the new member(s). However, prior decisions will not be reconsidered and re-voted. Such entities shall be entitled to a non-voting seat until the official date of incorporation. The Representatives will be selected by the legislative body in any manner it chooses.

### **Section 3: RESPONSIBILITIES OF STEERING COMMITTEE**

The Steering Committee, as established under Section 2, will have those responsibilities as set forth in the Countywide Planning Policies adopted under RCW Section 36.70A.210. Rather than repeat those responsibilities verbatim within this section, the parties agreed to generally outline those responsibilities referencing the exact policy. It is expected that the parties, when necessary, will look to the exact language when further explanation is necessary of any responsibility set forth hereinafter. The parties further recognize that from time to time the Countywide Planning Policies may be amended as provided for in section 4 hereinafter. In instances where such amendments occur, the parties agree that the responsibilities set forth within this section shall automatically be amended, when applicable, to include such changes without the necessity of formal amendment of the agreement.

The general outline of Steering Committee responsibilities are as follows:

#### **A. Recommendations to the Board of County Commissioners (BOCC) of Spokane County**

The Steering Committee will:

1. analyze each jurisdiction's UGA amendment proposals and population allocations for recommendation to the Spokane County Board of County Commissioners.
2. oversee development of a carrying capacity study for regional capital facilities (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #8*).

3. recommend allocation of population growth to jurisdictions (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #9*).
4. review amendment proposals to the Countywide Planning Policies and/or UGAs (*interlocal agreement*).

**B. Recommendations to all the jurisdictions**

The Steering Committee will:

1. establish employment projections in cooperation with the Spokane area business community (*Urban Growth Areas #9*).
2. develop regionally consistent programs to protect natural resource lands, critical areas, and open space (*Urban Growth Areas #15*).
3. oversee the preparation of a regional utility corridor plan (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #11*).
4. identify or establish siting and service delivery criteria to locate essential public facilities (*Siting of Capital Facilities of a Countywide or Statewide Nature #2*).
5. establish a process for distributing essential public facilities among jurisdictions (*Siting of Capital Facilities of a Countywide or State-wide Nature #3*).

**C. Miscellaneous responsibilities**

The Steering Committee will:

1. prepare a regional formula to designate and acquire public access to open space corridors (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #4*).
2. pursue strategies for regional water resource management (*Promotion of Contiguous and Orderly Development and Provision of Urban Services #14*).
3. promote a proactive planning approach between Washington and Idaho to establish uniform environmental protection measures (*Economic Development #6*).

**D. Official Actions**

All official actions of the Steering Committee shall be reduced to writing and incorporated in the official minutes and signed by the Chair. Recommendations from the Steering Committee shall be transmitted to the Board of County Commissioners by a letter from the Chair of the Steering Committee and shall include the motion and vote of the Committee including an indication of which members supported and which did not support the motion.

**E. Public Participation Guidelines**

The Steering Committee will use the Public Participation Program Guidelines adopted by the Board of County Commissioners on February 24, 1998, and as amended on September 29, 1998, and July 19, 2022.

**F. Regular Meeting**

The Steering Committee will set a regular meeting time, date, and place on or before its July meeting of each year.

**Section 4: AMENDMENTS TO THE COUNTYWIDE PLANNING POLICIES**

Upon initial adoption of Countywide Planning Policies by the Board of County Commissioners of Spokane County pursuant to the provisions of RCW Section 36.70A.210, the Parties agree that such adopted Countywide Planning Policies may be amended only through the following procedures:

1. The Countywide Planning Policies may be reviewed and amendments considered, as appropriate, once every five years following the initial adoption date of the Countywide Planning Policies and each successive five-year period thereafter. Amendment proposals must be submitted for Steering Committee consideration by a voting member of the Steering Committee. Members of the general public must submit amendment proposals through a voting member of the Steering Committee. All such amendments shall be considered concurrently so the cumulative effect of each individual proposal can be ascertained.
2. The Countywide Planning Policies may be reviewed and amended more frequently than prescribed in paragraph #1 above. Such amendment proposals must be submitted for Steering Committee consideration by a voting member of the Steering Committee. Members of the general public must submit amendment proposals through a voting member of the Steering Committee. The Steering Committee must pass a motion by an affirmative vote of 2/3 of the total voting membership in order to place such an amendment proposal before the Steering Committee for review and recommendation. The Steering Committee may establish criteria to help assess the need for processing such amendments.
3. The process of amending the Countywide Planning Policies shall be consistent with the Growth Management Act (GMA) provisions for original adoption of the Countywide Planning Policies. The Steering Committee in reviewing and making recommendations on proposed amendments to the Countywide Planning Policies shall take into consideration the intent that Countywide Planning Policies are a written policy statement or statements used solely for establishing a Countywide framework from which county and city comprehensive plans are developed, amended, and adopted. As such, each jurisdiction's comprehensive plan relies upon the long term goal or vision statement of each policy. There is an expectation of policy stability which must be weighed, along with the impact to each jurisdiction's comprehensive plan, when considering an amendment to the Countywide Planning Policies.
4. The Steering Committee shall establish procedures for processing, reviewing, and

recommending amendments to the Countywide Planning Policies.

5. The Steering Committee's recommendation or action on each and every amendment proposal shall be forwarded, together with all amendment proposals to the Board of County Commissioners in order for the Board to have the benefit of considering the amendment proposal(s) concurrently so the cumulative effect of each individual proposal can be ascertained.

#### **Section 5: TERM, AMENDMENT, OR TERMINATION OF AGREEMENT**

The term of this interlocal agreement shall commence upon the County's adoption of the Countywide Planning Policies as provided for in RCW Section 36.70A.210.

This interlocal agreement may be amended or terminated by an affirmative vote of 2/3 of the total voting membership of the Steering Committee and ratified by each jurisdiction.

#### **Section 6: FUNDING**

Grant funds received from the Washington State Department of Commerce, Trade and Economic Development or its successor for Growth Management Act (GMA) responsibilities shall be distributed to the Parties pursuant to a distribution formula mutually agreed upon. Prior to the end of each fiscal year, the distribution formula will be re-evaluated. Factors included in such re-evaluation will include per capita allocation based on the annual Office of Financial Management estimate of population and the projected need for multi-jurisdictional programs requiring special skills consultants.

#### **Section 7: GENERAL PROVISIONS**

1. Upon termination of this interlocal agreement, all real or personal property acquired by any of the Parties hereto with monies which they have respectively received under Section 6 herein above, shall remain the sole property of such Parties.

2. The Clerk of the Board of County Commissioners of Spokane County, shall, as provided for in RCW Section 39.34.040, file an executed copy of this interlocal agreement with the Secretary of State and Spokane County Auditor.

3. The section headings in this interlocal agreement have been inserted solely for the purpose of convenience and ready reference. In no way do they purport to, and shall not be deemed to, define, limit or extend the scope or intent of the sections to which they appertain.

4. This interlocal agreement contains all the terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this interlocal agreement shall be deemed to exist or to bind any of the Parties hereto.

5. Should (1) any section or portion thereof of this interlocal agreement be held unlawful and unenforceable by any court of competent jurisdiction, and/or (2) should the Washington State Legislature adopt any legislation which is subsequently signed by the Governor affecting any sections or portions thereof within this interlocal agreement, and/or (3) should the qualified

electorate voters approve a combined City-County form of government as provided for in Amendment 58 of the Washington State Constitution, the Parties agree to immediately meet and amend this interlocal agreement as may be deemed necessary.

6. Nothing in this interlocal agreement shall affect, alter, or limit in any way a tribe's authority, jurisdiction, or any treaty or other rights it may have by virtue of its status as a sovereign Indian tribe. This interlocal agreement does not preclude any of the Parties from entering into individual Memorandums of Agreement for coordinated comprehensive planning between a jurisdiction and the Spokane Tribe of Indians or the Kalispel Tribe of Indians.



SCOTT R. CHESNEY, AICP, DIRECTOR OF PLANNING

May 9, 2025

Mayor Terri Cooper  
Medical Lake City Hall  
PO Box 369  
Medical Lake, WA 99022

Dear Mayor Cooper,

The Spokane County Board of Commissioners considered and adopted the attached amendment to the Interlocal Agreement that creates the Steering Committee of Elected Officials and Countywide Planning Policies. Resolution 25-0166 is attached.

The ILA now requires signatures from all participating jurisdictions for ratification. Please see the amended ILA and signature pages for each jurisdiction.

When executed, please return it to me and include any resolution or action if used. Once received, Spokane County Planning will assemble and distribute the fully executed ILA.

Regards,

Scot R. Chesney, AICP, director

C: Mary Kuney, Chair, Spokane County BoCC  
Ginna Vasquez, Clerk to the BoCC

**IN WITNESS WHEREOF**, the City of Medical Lake ratifies amendments to the Growth Management Joint Planning Interlocal Agreement as adopted by the Steering Committee of Elected Officials on November 19, 2008, and October 9, 2003, and originally adopted August 24, 1995, by Resolution 94-1686 as of the date shown below this signature block.

**CITY OF MEDICAL LAKE**

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**Mayor Terri Cooper**

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**Dated**

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 25-761**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A  
SERVICE AGREEMENT WITH PAGEFREEZER FOR SOCIAL MEDIA AND  
WEBSITE ARCHIVE SERVICES**

WHEREAS, the City of Medical Lake ("City") is in need of social media and website archive software to allow for adequate storage and retrieval of City social media and website records as public records in accordance with the Public Records Act, RCW 42.56; and

WHEREAS, City Council held a workshop discussion during the July 1, 2025 and July 15, 2025 regular City Council meetings to discuss strategies for selecting a social media and website archival software provider; and

WHEREAS, City staff has reviewed four (4) social media and website archive software providers and recommends Pagefreezer as a service provider; and

WHEREAS, Pagefreezer has provided the City with a Sales Quote, attached hereto as Exhibit "A"; and

WHEREAS, the City Council has reviewed the proposed Sales Quote and finds it to be in the best interest of the City to approve the billing terms.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

**Section 1. Approval of Addendum.** The City Council hereby approves the Sales Quote in the form attached to this Resolution in Exhibit "A", and by reference incorporated herein.

**Section 2. Authorization.** The Mayor is authorized and directed to execute the Sales Quote on behalf of the City in substantially the form attached in Exhibit "A". The Mayor and Finance Director/City Clerk are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Sales Quote authorized hereby.

**Section 3. Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

ADOPTED this \_\_\_\_ day of August, 2025.



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Mayor, Terri Cooper

Attest:

Approved as to Form:

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Finance Director, Koss Ronholt

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City Attorney, Sean P. Boutz



# City of Medical Lake - Social Media and Website Archiving

## **Prepared For**

Terri Cooper  
City of Medical Lake  
124 S. Lefevre Street Medical Lake  
Medical Lake Washington 99022  
United States

## **Created By**

Matthew Walker  
PageFreezer Software, Inc.  
(888) 916 3999  
matthew.walker@pagefreezer.com  
<http://www.pagefreezer.com>

# Pagefreezer Order Form

07 / 09 / 2025

Quote: 39334063718

Sales person: Matthew Walker

Email: matthew.walker@pagefreezer.com

Name	Price	QTY	Subtotal
<b>Pagefreezer Public Records Compliance for Social Media</b> Social Media Archiving for up to 5 social media accounts. Up to 250 GB of total data storage. Open Record compliant; unlimited social media records; data retention up to 5 years; continuous account monitoring and archiving at the API (Application Programming Interface) level and replay of archives on PageFreezer.com; 1 administrative user account; capture from Facebook, Twitter, LinkedIn or Instagram. Timeline & replay of all archived sites; replay through customized dashboard in SaaS portal; litigation preparedness; 256-bit Digital signature & timestamp on every archived file; litigation hold support; per page PDF export.	\$225.00	12	\$2,700.00
<b>Pagefreezer Public Records Compliance for Web Domains</b> <b>Monthly</b> harvesting of the following web domains: <a href="https://medical-lake.org/">https://medical-lake.org/</a>  Public Records compliant; Federal Rules of Evidence (rule 901) compliant; unlimited data transfer; up to 500 pages per website; up to 270 GB of total data storage; data retention up to 5 years; timeline & replay of all archived sites; replay through customized dashboard in SaaS portal; litigation preparedness; 256-bit Digital signature & timestamp on every archived file; litigation hold support; per page PDF export; change reporting; page diff reports; one-hop off-domain archiving; temporal navigation; full text search; on-demand archiving; user-agent support; cookie management; real-time archiving; Public Access feature for sharing archives w/3rd parties or the public.	\$262.00	12	\$3,144.00

<b>Configuration and Training</b> Personalized assistance for configuration of the website and social media accounts for archiving; creation of user account including access, user names and passwords; initial troubleshooting and quality assurance; administrative configuration for capture engine; test captures; capture optimization; QA cycle - internal; QA cycle - with client; 1:1 training session and access to unlimited weekly free online training.	\$800.00	1	\$800.00
<b>Helpdesk Standard</b> Weekdays, 9am-5pm PST, excl. holidays, email, phone, web support, online ticket system, knowledge base, user documentation.	\$0.00	1	\$0.00

**One-time costs: \$ 800.00**

**Annual Recurring: \$5,844.00**

## Terms & Conditions

This is a quotation on the goods named, subject to the following conditions:

- i) All prices in USD and excluding sales tax
- ii) PageFreezer Subscription Agreement: [https://www.pagefreezer.com/pagefreezer\\_subscription\\_agreement\\_government/](https://www.pagefreezer.com/pagefreezer_subscription_agreement_government/)
- iii) Payment per year up-front
- iv) Term of this agreement is 1 years.
- iv) **Recurring annually until cancellation**
- v) Cloud data storage in our SOC 1 & SOC 2 compliant datacenter in Seattle, WA.
- vi) Term start date August 13, 2025
- vii) This quote is valid till August 6, 2025

**In WITNESS WHEREOF, I have signed this agreement effective as of the day and year upon completion of signing.**

City of Medical Lake

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PageFreezer Software, Inc.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Peter Callaghan

Title: Chief Revenue Officer

**CITY OF MEDICAL LAKE  
SPOKANE COUNTY, WASHINGTON  
RESOLUTION NO. 25-762**

**A RESOLUTION OF THE CITY OF MEDICAL LAKE APPROVING A  
CONSULTING AGREEMENT WITH GORDON THOMAS HONEYWELL  
GOVERNMENT RELATIONS**

WHEREAS, the City of Medical Lake (“City”) seeks to retain the services of a consultant to assist the City with governmental relations and services, including engaging in lobbying and advocacy activities on behalf of the City (“Services”); and

WHEREAS, the City does not currently have the staff to engage in and/or provide such Services to the City; and

WHEREAS, the firm of Gordon Thomas Honeywell Government Relations (“GTH”) provided such Services to the City prior to, during, and after the 2024-2025 Washington legislative session; and

WHEREAS, the City is desirous of continuing the relationship with GTH and the parties’ agreement to provide the designated Services; and

WHEREAS, City Staff recommends the City Council approve the City of Medical Lake Consulting Agreement (“Agreement”) with GTH, which is attached hereto as Exhibit A, and sets forth the parties’ agreed upon terms and conditions.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDICAL LAKE, WASHINGTON as follows:

**Section 1. Approval of Agreement.** The Council hereby approves the Agreement in the form attached to this Resolution in Exhibit “A” and by reference incorporated herein.

**Section 2. Authorization.** The Mayor is authorized and directed to execute the Agreement on behalf of the City. The Mayor and City Administrator are each hereby authorized and directed to take such further action as may be appropriate in order to affect the purpose of this Resolution and the Agreement authorized hereby.

**Section 3. Severability.** If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon its adoption.

ADOPTED this \_\_\_\_\_ day of August, 2025.

\_\_\_\_\_  
Mayor, Terri Cooper

Attest:

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Koss Ronholt, City Clerk

Approved as to Form:

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City Attorney, Sean P. Boutz

## **CITY OF MEDICAL LAKE CONSULTING AGREEMENT**

This Agreement is entered into by and between City of Medical Lake and Gordon Thomas Honeywell Government Relations (hereinafter referred to as “Consultant”), upon the following terms and conditions:

**A. Scope of Work.** Consultant will advise and assist the City of Medical Lake in accordance with Consultant’s Scope of Work, described in Attachment “A” hereto and incorporated herein, and Consultant will do and produce such other things as are set forth in the Scope of Work (the “Services”). Consultant’s Services will be in compliance with applicable laws, regulations, rules, orders, licenses and permits, now or hereinafter in effect, and Consultant shall furnish such documents as may be required to effect or evidence such compliance.

**B. Compensation; Expenses.** City of Medical Lake will pay Consultant for satisfactorily rendered Services in accordance with the specific terms set forth in Attachment “A.”

**C. Invoices; Payment.** Consultant will furnish City of Medical Lake invoices at regular intervals, as set forth in Attachment “A.”

**D. Term.** Consultant shall promptly begin the Services hereunder on the date set forth in Attachment “A” and shall terminate same on the date set forth in Attachment “A.” Consultant may terminate consultant services for convenience at any time prior to the termination date set forth in Attachment A, provided that the consultant provides 30-days’ notice. City of Medical Lake may terminate consultant services for convenience at any time prior to the termination date set forth in Attachment A, however, the City shall pay an early termination penalty equal to the amount owed on the remainder of the term of the contract.

**E. Ownership of Work Product.** The product of all work performed under this Agreement, including reports, and other related materials shall be the property of City of Medical Lake or its nominees, and City of Medical Lake or its nominees shall have the sole right to use, sell, license, publish or otherwise disseminate or transfer rights in such work product.

**G. Independent Contractor.** Consultant is an independent contractor and nothing contained herein shall be deemed to make Consultant an employee of City of Medical Lake, or to empower consultant to bind or obligate City of Medical Lake in any way. Consultant is solely responsible for paying all of Consultant’s own tax obligations, as well as those due for any employee/subcontractor permitted to work for Consultant hereunder.

**H. Release of Claims; Indemnity.** Consultant hereby releases, and shall defend, indemnify and hold harmless City of Medical Lake from and against all claims, liabilities, damages and costs arising directly or indirectly out of, or related to, Consultant’s fault, negligence, strict liability or produce liability of Consultant, and/or that of any permitted employee or subcontract or Consultant, pertaining to the Services hereunder.

**I. Assignment.** Consultant’s rights and obligations hereunder shall not be assigned or transferred without City of Medical Lake’s prior written consent; subject thereto, this Agreement shall be binding upon and inure to the benefit of the parties’ heirs, and successors.



**J. Governing Law; Severability.** This Agreement shall be governed by the laws of the State of Washington, U.S.A. (excluding conflict of laws provisions). If any term or provision of this Agreement is determined to be legally invalid or unenforceable by a court with lawful jurisdiction hereover (excluding arbitrators), such term or provision shall not affect the validity or enforceability of any remaining terms or provisions of this Agreement, and the court shall, so far as possible, construe the invalid portion to implement the original intent thereof.

**K. Arbitration.** Should any dispute arise concerning the enforcement, breach or interpretation of this Agreement, the parties shall first meet in a good faith attempt to resolve the dispute. In the event such dispute cannot be resolved by agreement of the parties, such dispute shall be resolved by binding arbitration pursuant to RCW 7.04A, as amended, and the Mandatory Rules of Arbitration (MAR); venue shall be placed in City of Medical Lake, Washington, the laws of the State of Washington shall apply, and the prevailing party shall be entitled to its reasonable attorney fees and costs.

**L. Entire Agreement; Etc.** This Agreement, and its incorporated attachments hereto, state the entire agreement between the parties regarding the subject matter hereof and supersede any prior agreements or understandings pertaining thereto. Any modification to this Agreement must be made in writing and signed by authorized representatives of both parties. Any provision hereof which may be reasonably deemed to survive the expiration or termination of this Agreement shall so survive, and remain in continuing effect. No delay or failure in exercising any right hereunder shall be deemed to constitute a waiver of any right granted hereunder or at law by either party.

**Consultant:**  
Gordon Thomas Honeywell  
Government Relations

**City of Medical Lake:**

\_\_\_\_\_  
Briahna Murray, State Lobbyist/Partner

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT “A” TO  
CITY OF MEDICAL LAKE CONSULTING AGREEMENT**

- A. Scope of Work:** Consultant shall provide City of Medical Lake with the following government relations services:
- Advise on the development of funding requests to the state legislature, as well as the development of a biennial legislative agenda.
  - Prepare advocacy materials associated with advancing funding requests and items identified on the City’s legislative agenda.
  - Engage in lobbying and advocacy activities to support funding requests and items identified on the City’s legislative agenda, including coordinating meetings with key legislators, participating in legislative committee activities, and engaging in the development of the state budget.
  - In addition to those items outlined in the City’s legislative agenda, monitor and report on specified state legislation and recommend appropriate City action regarding pertinent legislation.
  - Maintain effective relationships with members of the Washington State Legislature, the Governor’s Office, and appropriate legislative committees, state agencies, legislative staff, major public interest groups, and coalitions, including but not limited to the Association of Washington Cities.
  - Provide written legislative reports at key points in the legislative process.
  - Identify state and federal grant opportunities that are currently accepting applications.
  - Register as the city’s lobbyist with the public disclosure commission.
- B. Compensation/Expenses:** City of Medical Lake shall pay Consultant a monthly fee of \$3,000 for the services listed above. Additionally, the Consultant may bill for travel expenses (airfare, mileage, lodging) associated with visiting the City of Medical Lake.
- C. Invoices/Payments:** (a) Consultant shall furnish City of Medical Lake with invoices for services performed on a monthly basis, and (b) City of Medical Lake shall pay each of Consultant’s invoices within thirty (30) days after County’s receipt and verification of invoices.
- C. Term of Agreement:** Consultant’s services shall commence on August 1, 2025 and shall terminate on July 31, 2026.